# Saint Leo College

## *1988-89 Catalog*

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# 1988-89 Catalog of Saint Leo College

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## General Statement

Saint Leo College is incorporated under the laws of the state of Florida and is fully empowered to confer degrees. The College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and the Commission on Accreditation of the Council on Social Work Education. Saint Leo College has Teacher Education Program approval by the state of Florida Department of Education. Other associations in which Saint Leo College holds membership are the American Council on Education, Association of Governing Boards of Universities and Colleges, Independent Colleges and Universities of Florida, the American Association of Adult and Continuing Education, the National Collegiate Honor Society, the National Association of Institutions for Military Education Services, Servicemembers Opportunity Colleges, National Catholic Education Association, Association of Catholic Colleges and Universities and the National Association of Independent Colleges and Universities. See Divisional listings for other memberships in professional organizations.

Announcements contained in this publication are subject to change without notice and may not be regarded in the nature of binding obligations on the College. The College reserves the right to change any provision or requirement.

When students begin attendance at Saint Leo College, they come under the academic requirements of the edition of the College catalog at that time. Students may normally graduate under these academic requirements within a period of five years even though subsequent catalogs may change. Should new changes be to their advantage, students may graduate under the conditions of the newer catalog. However, because academic programs are subject to requirements imposed by outside accrediting or certifying agencies, such outside requirements shall supersede prior conditions.

The College is an Affirmative Action, Equal Opportunity employer.

Saint Leo College complies with the Family Education Rights and Privacy Act of 1974.

# *Board of Trustees*

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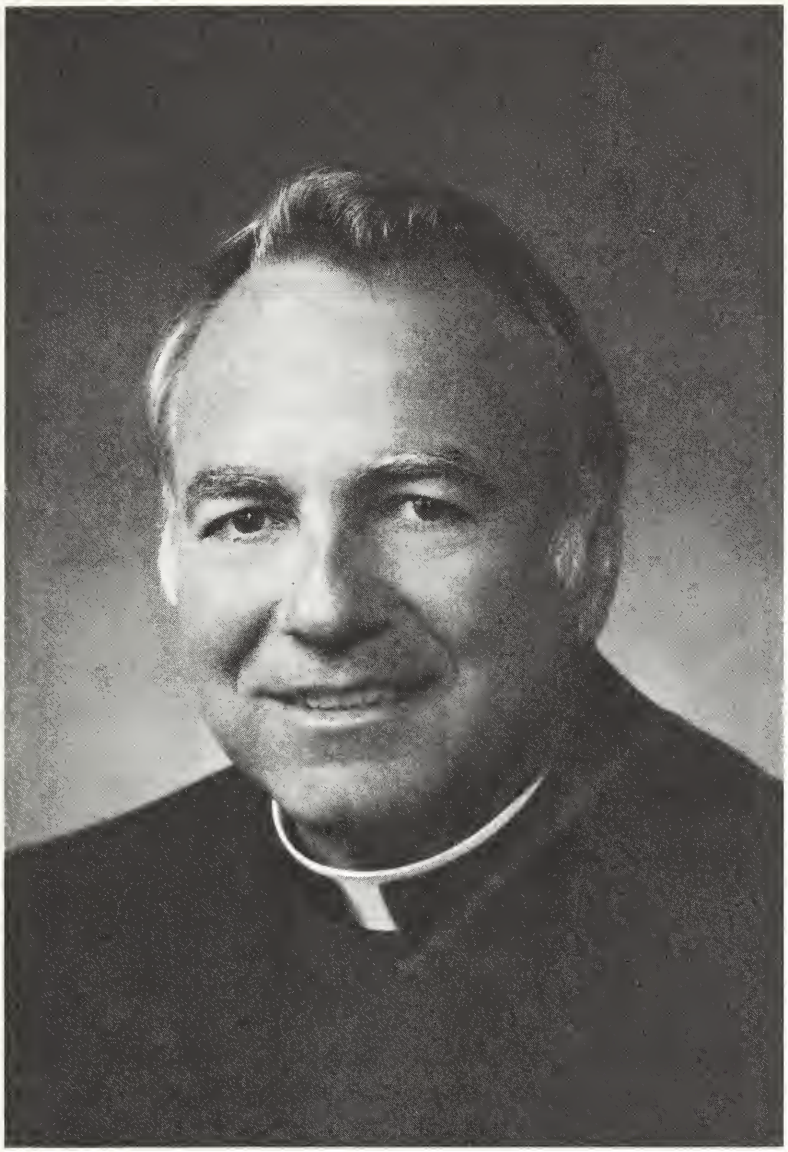


Everyone who studies under the auspices of Saint Leo College has potential and, presumably, will succeed. This institution provides an excellent faculty to challenge each individual's potential and an environment which supports the learning process and prompts more notable success. The Saint Leo atmosphere is rich. It breathes a Christian spirit; it is supported by a caring community; it permeates all dimensions of campus life. It upholds serious scholarship, yet makes it attainable to students just beginning their higher education experience. It fosters what at times is a tension between intellectual development and the service of others as a major goal in life, between competence and compassion, with the expectation that the student will live with both in the future.

I encourage you to come to know Saint Leo College for the fine institution that it is — and, as one of its students, to make your contribution to this college community. May the Lord bless your efforts!

Monsignor Frank M. Mouch
President

# *Directory of Correspondence*

College office hours are from 9 a.m. until 5 p.m., Monday through Friday. Members of the College staff are available at other times by appointment.

Send mail to P. O. Box or Drawer number, Saint Leo College, Saint Leo, Florida 33574.

**Admission, Application and General Information,** Dean of Admissions, Postal Drawer 2008, Saint Leo Hall (588-8283)

**Academic Affairs,** Vice President for Academic Affairs, Postal Box 2006, Saint Francis Hall (588-8244)

**Academic Records, Transcripts,** Registrar, Postal Box 2278, Saint Francis Hall (588-8233)

**Academic Support Services,** Assistant Vice President for Academic Support Services, Postal Drawer S, Saint Francis Hall (588-8460)

**Alumni Relations,** Director of Alumni Relations, Postal Box 2227, Saint Francis Hall (588-8250)

**Athletics,** Director of Athletics, Postal Box 2038, Activities Center, (588-8221)

**Campus Ministry,** Director of Campus Ministry, Postal Drawer 2156, Saint Edward Hall (588-8991)

**Continuing Education,** Dean of Educational Services, Postal Drawer 2156, Saint Francis Hall (588-8236)

**Counseling and Career Development,** Director of Counseling, Postal Drawer A, Saint Edward Hall, (588-8346)

**Division of Business Administration,** Postal Box 2067, Faculty Office Building (588-8309)

**Division of Education,** Postal Box 2098, Education Building (588-8272)

**Division of Humanities,** Postal Box 2127, Saint Leo Hall (588-8294)

**Division of Physical Education,** Postal Box 2038, Activities Center (588-8221)

**Division of Science and Mathematics,** Postal Box 2188, Lewis Hall (588-8339)

**Division of Social Science,** Postal Box 2247, Faculty Office Building (588-8302)

**Educational Services Program,** Dean of Educational Services, Postal Box 2248, Saint Francis Hall (588-8236)

**Financial Aid,** Director of Financial Aid, Postal Box 2228, Saint Edward Hall (588-8270)

**Financial Matters,** Vice President for Business Affairs, Postal Box 2097, Saint Francis Hall (588-8211)

**Gifts, Wills and Bequests,** Vice President for Institutional Advancement, Postal Box 2227, Saint Francis Hall (588-8248)

**Health Center,** Coordinator of Health Center, Postal Drawer A, Saint Edward Hall (588-8346)

**Housing,** Director of Residential Life, Postal Drawer 2068, Saint Edward Hall (588-8266)

**Institutional Advancement,** Vice President for Institutional Advancement, Postal Box 2227, Saint Francis Hall (588-8248)

**Library,** Postal Box 2128 (588-8258)

**Military Education Program,** Dean of Military Education, Postal Drawer 2277, Saint Francis Hall (588-8203)

**Military Science/ROTC,** Postal Box 2126, College Theatre (588-8256)

**President,** Postal Box 2187, Saint Francis Hall (588-8241)

**Security,** Director of Security, Postal Box 2388, Security Building (588-8332)

**Student Activities,** Director of Student Development and Leadership, Postal Box 2156, McDonald Center (588-8358)

**Student Affairs,** Vice President for Student Affairs, Postal Box 2156, Saint Edward Hall (588-8266)

**Veterans Affairs,** Coordinator of Veterans Affairs, Postal Box 2228, Saint Edward Hall (588-8270)

**Weekend College,** Director of Weekend College, Postal Box 2248, Saint Francis Hall (588-8236)

# Academic Calendar

## Fall Semester 1988

| | |
|---|---|
| Freshmen and Transfer Students Arrive | Wednesday, August 31 |
| New Student Orientation | Thursday/Sunday, September 1-4 |
| Residence Halls Open for Returning Students | Monday, September 5 |
| Registration: All Full-time Students | Tuesday, September 6 |
| Opening Mass | Wednesday, September 7 |
| Classes Begin | Wednesday, September 7 |
| Registration for Part-time Students | Wednesday, September 7 |
| Last Day to Add Courses, Drop Courses or Reduce Course Overload without Fee | Friday, September 9 |
| CLAST Test | Saturday, October 1 |
| Break | Monday, October 10 |
| Classes Resume | Tuesday, October 11 |
| Preregistration/Advising for Spring Semester Begins | Tuesday, October 18 |
| Faculty Submit Midterm Grades | Monday, October 24 |
| Midsemester Reports Issued | Friday, October 28 |
| Last Day to Remove Incompletes | Friday, November 4 |
| Last Day to Withdraw from Courses | Friday, November 4 |
| Thanksgiving Holidays | Wednesday-Friday, November 23-25 |
| Classes Resume | Monday, November 26 |
| Last Day to Withdraw from College Without Course Failure | Friday, December 2 |
| Preregistration Ends | Friday, December 2 |
| Last Day of Classes | Friday, December 9 |
| Final Examinations | Monday-Thursday, December 12-15 |
| End of Semester | Thursday, December 15 |
| All Grades Due (Noon) | Friday, December 16 |
| Residence Halls Close at Noon | Friday, December 16 |

## Spring Semester 1989

| | |
|---|---|
| Freshmen and Transfer Students Arrive | Thursday, January 5 |
| New Student Orientation | Friday-Sunday, January 6-8 |
| Residence Halls Open for Returning Students | Sunday, January 8 |
| Registration: All Full-time Students | Monday, January 9 |
| Registration for Part-time Students | Tuesday, January 10 |
| Classes Begin | Tuesday, January 10 |
| Last Day to Add Courses, Drop Courses or Reduce Course Overload Without Fee | Friday, January 13 |
| Preregistration/Advising Begins for Summer and Fall Semesters | Monday, February 13 |
| Midterm Grades Due | Monday, March 6 |
| Midsemester Reports Issued | Friday, March 10 |
| CLAST Test | Saturday, March 11 |
| Last Day to Withdraw from Courses | Friday, March 17 |
| Last Day to Remove Incompletes | Friday, March 17 |
| Midsemester Break | Monday-Friday, March 20-24 |
| Classes Resume | Monday, March 27 |
| Freshman Exit Exam | Wednesday-Thursday, March 29-30 |
| Last Day to Withdraw from College Without Course Failure | Friday, March 31 |

| | |
|---|---|
| Preregistration Ends | Friday, March 31 |
| Last Day of Classes | Thursday, April 13 |
| Final Exams | Friday, Saturday, Monday Tuesday, April 14, 15, 17, 18 |
| End of Semester | Tuesday, April 18 |
| All Grades Due (Noon) | Wednesday, April 19 |
| Rèsidence Halls Close at Noon | Wednesday, April 19 |
| Commencement | Saturday, April 22 |

## *Summer Session 1989*

| | |
|---|---|
| Registration/Classes Begin | Tuesday, April 25 |
| Last Day to Add or Drop Courses | Friday, April 28 |
| Last Day to Withdraw from Courses | Friday, May 5 |
| Memorial Day - No Classes | Monday, May 29 |
| Last Day of Classes | Thursday, June 1 |
| Final Examinations | Friday, June 2 |
| Clast Exam | Saturday, June 3 |
| Residence Halls Close at Noon | Saturday, June 3 |

# *The College*

## The History of Saint Leo College

Saint Leo College is a Catholic, coeducational liberal arts college offering a four-year program leading to the baccalaureate degree. Its roots lie deep in tradition through its founders, the Benedictine monks. Saint Benedict of Nursia created the Benedictine Order and founded the monastery of Monte Cassino, Italy, in the sixth century. Through the centuries the Benedictines became known for the founding of schools and the training of youth.

Saint Leo College traces its own history back nearly a century. On June 4, 1889, the legislature of the state of Florida granted that the Order of Saint Benedict of Florida "shall have and possess the right and power of conferring the usual academic and other degrees granted by any college in this state."

By midcentury the Benedictines of Saint Leo decided to carry the development of the institution into higher education. In 1959, all standards for an associate of arts degree having been met, the College, in conjunction with the Benedictine Sisters of adjacent Holy Name Priory, opened its door to both men and women.

The baccalaureate program was inaugurated in September 1963, and in April 1967, the College awarded bachelor's degrees to its first graduating class of 13 women and 51 men. In November of the same year accreditation was granted Saint Leo College by the Southern Association of Colleges and Schools.

The College was reorganized in January 1969, when the Order of Saint Benedict transferred title and control to an independent board of trustees.

In 1973 the College created the Military Education Program in response to requests from the Armed Services for undergraduate degree programs designed to meet the particular needs of military servicemembers. Using professionally staffed resident centers on military installations to provide comprehensive academic support, the program has grown steadily in providing degree completion opportunities for adult learners. Since its inception, the Military Education Program has been an integral part of the mission of the College. Other services including the Weekend College and the Evening College have also expanded in response to perceived needs of adults around central Florida.

## Mission Statement

Saint Leo College accepts as its mission providing students with the opportunity, within and outside of the usual campus setting, through instruction and inquiry, to acquire a liberal education and to understand themselves, the world they live in, and their relationships with others and with their Creator.

The goal of the College is to develop the whole person by emphasizing an awareness of humanity and encouraging an attitude of scholarship and a constant striving toward professional growth, self-assurance and independence. Students who accept that challenge and meet their academic responsibilities are given the opportunity to earn a degree from Saint Leo College.

The College recognizes that the dedicated and personal interest of its administration and faculty can inspire its students. It realizes, however, that the achievement of academic success can come only from the students themselves.

As a Catholic institution, the College seeks to reflect the rich intellectual and spiritual heritage of the Church, as well as the precious integrity of the individual person. Thus, it takes an active interest in student life beyond academic studies. Recognizing the needs of the individual person, it seeks to encourage aesthetic, ethical, physical and spiritual growth. The College believes that an atmosphere of intellectual freedom is the optimum environment for the development of healthy, self-determined individuals who have a proper sense of their own abilities and values. The College strives to fulfill each student's need to be considered and treated as a person of worth, a valued and contributing member of the community. This effort is supported by a faculty of accomplished teachers and scholars and the Benedictine family-spirit and is reflected in the personal relationships of faculty and students.

Saint Leo College believes in affording higher education to all those capable and desirous of college work. This includes those who have been academically successful as well as those who have not but demonstrate potential. It extends its degree programs to the working adult and gives particular attention to the U.S. military community. The College is committed to providing educational services on military installa-

tions and at other places and at times unique to these adult learners, as well as creating alternative learning environments to service their needs.

## The Campus

The central Florida location of Saint Leo College affords the many natural advantages that attract people to live, work, and retire in Florida. The location is unusual in that the pleasing atmosphere of lakes and beaches can be exchanged in an hour or two for the ambience of two metropolitan areas: Tampa-St. Petersburg and Orlando.

The campus of Saint Leo College lies between Dade City and the city of San Antonio. Its rolling hills and richly wooded grounds edge on Lake Jovita, a large spring-fed lake that provides skiing and boating. There are numerous athletic fields and racquetball and tennis courts on campus. Located directly across the street is an 18-hole golf course available to the College community.

Campus buildings unite the tradition of the past with the objectives of modern education through a pleasing combination of Spanish Florida baroque and contemporary architecture. On the main quadrangle are Saint Leo Hall, Saint Francis Hall, and the Education Building.

*Saint Leo Hall,* constructed of blocks made by the founding Benedictine monks, houses faculty offices for the Division of Humanities, the Admissions Office and a residential area for women students.

*Saint Francis Hall* houses the offices of the President, Vice President for Academic Affairs, Vice President for Business Affairs, Vice President for Institutional Advancement, Vice President and Special Assistant to the President, Director of Communications, Director of Publications, Director of Alumni Relations, Assistant Vice President for Academic Support Services, Director of Computer Center, Registrar, Purchasing, the Business Office, Dean of Educational Services, Dean of the Military Education Program, Duplicating/Printing office, Director of Personnel and Student Publications.

Across from Saint Francis Hall is *Saint Edward Hall,* where the Student Affairs Center is located. Offices of the Vice President for Student Affairs, Campus Ministry, Counseling and Career Development, Financial Aid, Veterans Affairs, Health Services, International Student Advising, and Residential Life are housed on the first floor. The rest of the building is used as a residence hall.

Other residence halls are situated throughout the 54-acre campus. Most of the women reside to the west in *Marmion Hall, Snyder Hall,* the *Villa* and *Priory.* In addition to *Saint Edward Hall* men reside in halls located on the east side of the campus: *Benoit, Henderson* and *Roderick.*

Among the newer buildings is the *Julia Deal Lewis Hall of Science,* a three-story building occupied by the Division of Natural Science and Mathematics, the Freshman Studies Program and its Learning Assistance labs, classrooms, laboratories, and a science library.

The *William G. and Marie Selby Auditorium,* adjoining Lewis Hall at the ground and second-floor levels, is a modern teaching auditorium with tiered seating.

At the main entrance of the College is the Information and Security Office and the Campus Bookstore.

Nearby *Crawford Hall* provides general classrooms.

The *William P. McDonald Student Center* forms a hub for campus social activities and provides dining as well as recreational facilities. On the ground floor are the offices of the Director of Student Development, Student Government Association, and College Union Board. The Hazel Whitman Lounge, Lion's Den snack bar, and patio also are on this level. In addition to the main dining hall on the second floor, Duncan Lounge and Lions Lounge provide facilities for special events, such as lectures, films and art exhibits. The Kent Room offers the quiet and intimacy for meditation and small group liturgies. Significantly, the Center provides an informal climate for the casual meeting of students with faculty outside their scheduled classes.

Adjacent to the McDonald Student Center is the *College Theatre.* Located here are the theatre itself, music practice and listening rooms, an art room, ROTC offices, and a classroom.

The *Marion Bowman Activities Center* is a facility for teaching and recreation. The main gymnasium is used for intercollegiate sports and for lectures and other educational and social activities. A large heated

outdoor swimming pool, bowling lanes, physical education classrooms, athletic training room, dance studio and weight-lifting room are included in the facility.

Next to the Activities Center is the *Faculty Office Building*, which houses the divisions of Business Administration and Social Sciences.

The opening of the newly completed *Daniel A. Cannon Memorial Library* culminates a major expansion project designed to enlarge by 100 percent the original library building. The library interior has been completely remodeled and refurbished. A new plaza has been created to enhance the entrance to the building.

The enlarged structure brings together both print and non-print materials and provides space for reference, circulation, interlibrary loan, on-line searching, bibliographic instruction, and audiovisual and services. Seating accommodations include group study rooms, individual carrels, tables, lounge chairs and special purpose seating.

Library holdings now number more than 90,000 volumes and are complemented by some 650 current periodical and newspaper subscriptions, microforms and a variety of media software. Audiovisual equipment, reader/printers, computers and typewriters are also available for the use of students, faculty and other members of the College community.

Located on the ground floor of the library is the newly completed Hugh Culverhouse Computer Lab.

Athletic fields are available throughout the campus for soccer, baseball and track. Numerous courts are also available for tennis, racquetball, handball and basketball.

## *Cultural Events*

The *Art Exhibition Program* consists of faculty and student painting exhibits that usually last about two weeks each. Senior art students hold their own show, and various exhibitions are brought to the campus from off-campus showings.

The *College Theatre Program* produces four full-length plays every year.

The *Saint Leo College Dance Company and Ensemble*, sponsored by the Division of Humanities, presents two major performances each year.

The *Concert Program* sponsors concerts given by the College Choir and the Oratorio Chorus.

The *College Union Board* schedules movies, lectures, shopping trips to nearby metropolitan areas and field trips to tourist attractions for the student body.

The *Cultural Series*, sponsored by the College with assistance from the National Endowment for the Arts, the Division of Cultural Affairs of the Florida Department of State, and the Florida Arts Council, brings to the campus, through the Florida State Touring Program, the finest performing arts groups.

# *Campus Student Life and Activities*

Through the diversified programs of the Student Affairs Department, the College approaches student life as a means of fulfilling each student's need to be considered and treated as a person of worth, a valued and contributing member of the community. This need for adequacy, worth, and responsibility is provided for in the various service programs, the religious program, the political and club programs, and the social and athletic programs.

At the heart of the educational process should be the discovery and the development of worthwhile values by which all persons can live full lives. The study and pursuit of these values is not a one-time effort, nor should it be thought of in isolation. As the world contracts and the borders of ideologies displace the borders of nations, Saint Leo College recognizes that our own pattern of democratic life is in jeopardy unless academic excellence is enriched by integrity and the perceptive concern that arises through the practice of working with others.

Specific student life policies are printed in the *Student Handbook*, which is made available at the beginning of each academic year. Student responsibilities include that of self-discipline. Enforcement of behavioral standards is the responsibility of all members of the College community under the leadership and direction of the Student Affairs staff, the Residence Hall Judicial Board and the Campus Court.

## *Campus Life Services*

Located on the first floor of Saint Edward Hall are the offices of Campus Life Services. The purpose of Campus Life Services is to provide students with a holistic approach to their health, spiritual, psychological and career needs. All students are encouraged to become acquainted with the Campus Life Services program, which includes Counseling and Career Development, Campus Ministry and Student Health Services. In recognition of the unique needs of students who come to the campus from other countries, the services of an International Student Advisor are also available.

## *Counseling and Career Development*

The College counselor provides the following counseling services:

**Personal.** Both individual and group experiences are provided to help the student cope with the demands of college and adult life. Counseling is provided in a confidential setting where students can discuss their individual problems and needs.

**Academic.** Since choosing an academic major is extremely important, assistance in guiding students in the selection of a major is provided. A wide variety of materials is available to help students choose a major that is compatible with their interests and abilities. Interest testing also is provided, and guidance is available to students interested in attending graduate and professional schools.

**Career.** Career counseling is an integral part of the counseling services. A Career Resource Library is available with materials, including a computer-assisted career guidance program, for students to use in researching various careers. Clinics in resume writing and job-hunting skills are presented each semester. Graduating seniors can set up a credential file with a resume and letters of recommendation to be used in securing employment. Information on summer jobs, internships and career opportunities is kept current for student use.

A Career Day and an Alumni Job Network are available to meet the placement needs of graduating students.

## *Campus Ministry*

As a Catholic center for higher education, Saint Leo College has as one of its primary objectives the spiritual growth of every member of the campus community. While providing a context for growth in the Catholic tradition, the College at the same time respects the informed conscience of every individual and welcomes members of other religious traditions to share in its life style. The College encourages ecumenical endeavors and supports with fellowship and special services the members of other denominations according to the intentions of the Second Vatican Council.

Basic to the religiously oriented college is a hierarchy of values arrived at not only from the "way things are" but also from the

"way things ought to be" when viewed from the perspective of faith. From this point of view, the ministerial programs of the College blend understanding with practice-understanding in knowing Judeo-Christian values, and practice in living these values. In particular, students are required to take four courses from the religious studies and philosophy curriculum and are strongly encouraged to participate fully in the religious program and fellowship of the College as part of their growth experience.

Sunday Eucharist is scheduled in several places for the convenience of the College community and special Masses are celebrated during the week for various intentions. Members of other church groups are encouraged to attend services designed and planned to meet their needs and to become involved in their local church activities when held on campus and in nearby communities.

Efforts are also made through the Office of Campus Ministry to direct attention to the needs of the less fortunate through contact with the social agencies serving the local community.

The director of Campus Ministry, Campus Ministry coordinators, priests, religious sisters and others are available for religious counseling, fellowship and prayer. Everyone is invited to become acquainted with the services offered through the Office of Campus Ministry and share community and worship with this group. Informal conversations and group discussions sponsored by Campus Ministry are another means of keeping in touch with trends in the Church, campus life style, value decisions and other areas related to an integrated religious life.

## *Student Health Services*

The Student Health Center, located on the first floor of Saint Edward Hall, provides emergency first aid treatment, outpatient clinic care and a referral service to medical specialists located in Dade City and Tampa.

To assure the highest quality health care to students, Saint Leo College requires verification of health and accident insurance prior to or at registration. This insurance may be other than that provided by the College: however, a waiver card must be signed by the parent if the College insurance is not accepted. The College insurance is mandatory for international students. Non-insured health costs are not the responsibility of Saint Leo College.

All full-time main campus students are required to submit a physical form letter signed by a physician and also a record of immunization prior to registration day.

## *Physical Education, Recreation and Intercollegiate Program*

Saint Leo College believes that physical education and athletics make their own special contribution to education. Each student, therefore, is required to participate in the physical education program. Learning to swim and developing an individual skill are prime objectives of the program, allowing students to develop valuable recreational interests that last throughout their lives.

Further, the College encourages students to apply their knowledge and skills in an exciting and active intramural athletic program. Activities for individuals and teams are provided, and a system for competition in club sports is also available.

The Intercollegiate Athletic Program is conducted under the auspices of Saint Leo College, the Sunshine State Conference and the National Collegiate Athletic Association, Division II. The College offers competition for men in cross country, soccer, basketball, baseball and tennis, and women in cross country, volleyball, basketball, softball (fast pitch) and tennis.

In order to participate in intercollegiate athletics, students must be free from academic or disciplinary probation. Freshmen and transfer students must qualify for athletics under the NCAA ByLaw 51-(j) as follows:

> Successfully complete a high school core curriculum of at least 11 academic courses including at least three years in English, two years in Mathematics, two years in Social Science, and two years in Natural or Physical Science (including at least one laboratory class if offered by the high school) as well as a 700 combined score on the SAT verbal and math sections or a 15 composite score on the ACT.

Prior to August 1989 an adjusted scale is in effect:

| GPA | SAT | ACT |
|---|---|---|
| 2.100-Above | 680 | 14 |
| 2.000-2.097 | 700 | 15 |
| 1.900-1.999 | 720 | 16 |

To provide each student the opportunity for recreation, the College has an Activities Center that features a gymnasium with two basketball courts, volleyball and badminton courts, a weight-training room, a dance studio, eight bowling lanes and a heated outdoor swimming pool.

In addition to the Activities Center, there are lighted racquetball and tennis courts: a lighted baseball field: outdoor basketball courts: football, soccer, baseball and softball fields: a jogging track: and a lakefront facility that includes sailboats, rowboats, and canoes. A commercial 18-hole golf course is adjacent to the campus.

## *Campus Clubs and Organizations*

Through the Office of Student Development, located in the lower level of McDonald Student Center, students at Saint Leo College have the opportunity to integrate educational information and practical experience outside the classroom. Activities on campus serve to fulfill the variety of needs and interests of the students. Over 40 different organizations are active in creating an environment where students can express themselves, cultivate their special interests, and form close friendships. The Office of Student Development serves as the hub of all campus activity, helping each club to design, build and maintain its own educational and organizational environment. Leadership development and skill-building seminars are offered throughout the school year.

The Student Government Association is open to all students at Saint Leo College. Students are encouraged to become actively involved in SGA and to exercise their ability to help shape decisions affecting campus life.

The College Union Board sponsors and coordinates various entertainment activities on campus. It puts together a semester calendar of programs that ranges from nightclub performances in the Lion's Den to prominent guest speakers who attract audiences from surrounding communities. CUB is open to all students on campus.

Student publications on campus include *The Magazine*, a journal of English language, literature and style: *The Golden Legend*, the College yearbook: and *The Monarch*, the student newspaper. Each provides the opportunity for writing, editing, and publications layout and design.

A variety of Greek organizations on campus seek to further the goals of brotherhood and sisterhood through local and national fraternities and sororities. A list of these Greek organizations, as well as a comprehensive list of all special interest, service, social and academic organizations active on campus, can be found in the *Student Handbook*.

## *Residential Living*

Residential hall living represents an opportunity for students to experience community living. Responsible self-governance is the ideal by which the residence halls operate. The College insists on maintaining guidelines and standards, of course, and residential students are expected to act maturely and to accept fully the responsibilities of community living in the residence hall environment.

Only full-time Saint Leo College students, i.e., those enrolled for 12 or more credit hours, are eligible to live in the residence halls. Because the College holds that the residential experience contributes significantly to the total education, freshmen and sophomores are required to live in the residence halls. Exceptions can be sought by married students, military veterans and by students who live at home and commute to campus. Juniors and seniors may live on campus on a space-available basis.

Most rooms are designed for double occupancy. Special attention is given to the selection of roommates who are likely to be congenial: friends who ask to room together, therefore, are given this privilege when possible. However, the College reserves the right to make final assignments.

All residence halls are air-conditioned and are heated during the cooler months. All students' rooms are wired for local telephone and cable television service. Laundry facilities (coin-operated washers and dryers) are available at the campus laundry (east campus) or in the residence halls (west

campus).

McDonald Student Center and Marmion Cafeteria provide food service for all students, and all resident freshmen are required to use this service. The Lion's Den Snack Bar, located on the lower level of McDonald Student Center, provides additional food service.

More detailed information regarding residence hall policies, services, and programming is found in the *Student Handbook* or may be obtained from the Director of Residential Life.

## *Disciplinary Standards and Codes*

Individual growth in the areas of autonomy, interpersonal relationships, life purpose, physical self-reliance and spiritual maturity are important aspects of the collegiate experience. Persons on the campus are expected to express themselves through conduct which does not deny other individuals the freedom to express their own individuality socially, emotionally, intellectually and spiritually.

The College does not outline in detail either its requirements or its prohibitions. Students are met on a level of mutual regard and trust. Nevertheless, students may be suspended from the College if they are judged to be disruptive or at odds with normal standards of good citizenship. A student whose conduct on or off campus is damaging to the special interests of the College may expect disciplinary action. Saint Leo College maintains the right to dismiss or suspend any student for reasons that the administration deems to be in the best interest of the College.

## *Motor Vehicles on Campus*

All students are eligible to register and use motor vehicles as long as they comply with the College traffic regulations. Vehicles must be registered with the Director of Security. There is a registration and parking fee payable to the College at the time of registration. Proof of insurance is a prerequisite for vehicle registration.

## *Alumni Association*

Established in 1967 by the charter senior class of Saint Leo College, the Alumni Association, through its constitution and bylaws, is governed by a board of directors elected from the membership. Officers of the association are elected annually by and from the board. All graduates of Saint Leo College and recipients of honorary degrees are members of the association. Former students who completed one year or more and whose entering class has graduated are eligible for membership.

Alumni clubs, covering 70 percent of the association's members, have been organized in Connecticut, the District of Columbia (including parts of Maryland and Virginia), Illinois, Massachusetts, New Jersey, and New York, and in Dade City, Hernando County, Jacksonville, Orlando, St. Petersburg, Tampa, and West Palm Beach, Florida. All Saint Leo clubs are chartered by the board of directors of the Alumni Association and operate under a standard club manual issued by the board. Eligible for membership in the clubs are those individuals holding degrees from Saint Leo College, former students, spouses of alumni and graduates of the Saint Leo College Preparatory School.

Class reunions are held on the campus during Alumni Homecoming for all Saint Leo College graduates, and their families, from the senior college, the junior college and the prep school. Highlighted are the five-year anniversary classes from the fifth reunion to the 50th.

The Alumni Office, located in Saint Francis Hall, maintains the names and addresses of alumni as well as all records of the association.

# *Admission*

## Entrance Requirements

The basic requirements for admission to Saint Leo College are graduation from a secondary school with a satisfactory academic record, satisfactory SAT or ACT scores and positive recommendation from the applicant's high school guidance counselor or another professional or college.

Saint Leo College accepts qualified applicants throughout the year: the time of acceptance depends on the applicant's credentials.

Persons who are 20 years or older and who do not hold a secondary school or a General Education Development (GED) diploma may apply if they can provide evidence that they are qualified to do college-level work. Such evidence includes either an acceptable high school record or achievement test scores, and either positive recommendations or a personal interview. Persons admitted under these special circumstances are given provisional status and must attain a grade point average of 2.00 or higher by the time they complete a minimum of 12 credit hours. Applicants receiving satisfactory scores on the GED tests may be admitted.

## Honors Program

Students who are highly motivated and who are seeking an enriching academic experience will be considered for the Honors Program. The restricted size of the program limits the number of students who may participate in the program while they are pursuing a bachelor's degree at Saint Leo College. See Honors Program under the Academic Programs section.

## Early Admission

High school students who have completed the 11th grade with outstanding academic achievement and who wish to enter the College without completing the 12th grade may do so. Such applicants are encouraged to consult with the Dean of Admissions well in advance of the proposed date of entry.

## Credit Bank

The Credit Bank is designed to allow high school students to earn college credit while still in high school. Ordinarily this permission will be given to students only to enable them to take a subject that is not offered by their high school. To enroll, students must (1) secure approval of their high school principal and (2) complete the Credit Bank Permit form before registration.

## Credit From Standardized Tests

Saint Leo College awards credit for the College Level Examination Program (CLEP) General Examinations and the Subject Examinations. Up to 30 credits may be earned through the General Examinations.

Information about CLEP may be obtained from the Registrar's Office or directly from the College Entrance Examination Board, Box 592, Princeton, N.J. 98450.

Saint Leo College also recognizes Defense Activity for Non-Traditional Educational Support (DANTES) and United States Armed Forces Institute (USAFI) standardized tests.

A maximum of 40 semester hours of standardized testing credit (CLEP General, CLEP Subject, DANTES and USAFI) will be accepted toward graduation requirements, and all such credit will be listed on the student's transcript.

## Recognition of Credit

Saint Leo College usually recognizes credit only from regionally accredited institutions.

Saint Leo College students who enroll in courses elsewhere should obtain prior approval to ensure that the courses they transfer back are applicable to their degree programs. Approval forms are available in divisional offices.

## Advanced Placement

Saint Leo College invites applications from students who have taken College Board Advanced Placement Examinations. The College will evaluate the results of these tests with the possibility of offering both college credit and advanced placement. Students with scores of 4 (honors) and 5 (high honors) will be considered for credit (awarded only at the end of the first academic year at Saint Leo College) as well as for advanced placement.

## Transfer Credit

Students are classified as transfer students if they have previously registered at any other college or university, regardless of the amount of time spent in attendance or credit earned. To receive information regarding the evaluation of transfer credits, students must first apply for admission and pay the application fee. See Admissions Procedure in this section.

Work in which a student has made a grade of "D" or higher will be transferred if an overall minimum grade point average of 2.00 was achieved at the institution where the credits were earned. If the student did not achieve an overall average of 2.00, only those grades of "C" or higher will be transferable.

There is one exception to the above mentioned "D" grade policy. "D" grades earned in ENG 120, 121 and 122 or their equivalent are not transferable except in the case of associate degree holders.

Saint Leo College admits students holding an associate degree from an accredited junior or community college.

The associate degree holder may earn a bachelor's degree by electing one of Saint Leo College's majors, satisfying all degree requirements and completing a minimum of 30 credit hours in residence. Basic Studies I requirements are to be considered satisfied by the A.A. degree holder.

## Military Service Credits

Saint Leo College grants credits to students for military service and for military schools attended or service extension courses completed while in the service. At the discretion of the Registrar, the maximums are nine semester hours of credit for military experience and 24 semester hours for service schools. Veterans must submit the DD-214 form.

## International Students

Sufficient knowledge of English as demonstrated by the Test of English as a Foreign Language (TOEFL) is required for admission to the College. The TOEFL is given quarterly by the Educational Testing Service at various centers around the world.

The Saint Leo College English language proficiency requirement may be satisfied in either of two ways:

1. By achievement of a score of 450 or above on the Test of English as a Foreign Language (TOEFL) or
2. By completion of Level 109 at any ELS Language Center located in the United States.

(SAT scores may also be submitted in lieu of the above two tests for admission consideration.)

## Special Students

The College is prepared to admit a limited number of applicants who wish to take selected courses for credit but who do not wish to study for a degree. Students in attendance at another college must present a statement from their academic dean that they are in good standing and have permission to pursue courses at Saint Leo College. A special student is subject to the same academic regulations and discipline as other students. Application for degree-seeking status may be made at any time through the Admissions Office.

## Readmission

A student who voluntarily or involuntarily withdraws from the College for one or more full semesters loses degree-seeking status. It is therefore necessary for such a student who wishes to return to the College to reapply through the Admissions Office. Students who have attended another institution during their absence from Saint Leo College must have all academic credentials sent to the Admissions Office.

## Admission Procedure

On-campus students may obtain application forms from the Office of Admissions, Saint Leo College, P. O. Box 2008, Saint Leo, Florida 33574.

Students must have the following material filed with the Admissions Office before the registration deadline of the session they are planning to attend:

1. Completed application form.
2. The application fee, which is neither refundable nor applicable against school fees.
3. An official transcript of high school credits, or GED test scores, sent directly from the high school or testing center to the Admissions Office.

4. Scores on the College Board Scholastic Aptitude Tests (SAT) or the American College Test (ACT).
5. An official transcript of courses taken at each college attended. If applying for financial aid, an additional official transcript is to be sent to the Financial Aid Office.
6. Veterans must submit the DD-214 Form.
7. A statement from the previous college that the student is in good standing and eligible to return.
8. A recommendation from an administrative officer or a faculty member at the most recently attended school or college.

## *Evaluation of the Applicant*

If the application forms and other required records of the applicant are complete and in proper order, the application will be submitted to the Admissions Committee for evaluation. Final acceptance of each applicant will be determined by the Dean of Admissions. Acceptance of admission by the transfer student is regarded as acceptance of the evaluation of credits for transfer. Appeals concerning transfer credit may be made to the Registrar.

Educational Services and Military Education Program students will receive a formal evaluation of transfer credit upon receipt of the complete application package to the appropriate program dean. Appeals concerning transfer credit must be made to the appropriate external degree program dean. However, the College will not provide a transcript until successful completion of course work at Saint Leo College.

# *Financial Information*

## *College Expenses*

| **Resident** | One Semester | Two Semesters |
|---|---|---|
| Tuition | $2,985 | $5,970 |
| Usual Room Charge | 670 | 1,340 |
| One-Time Enrollment Fee | 200 | 200 |
| Facility & Support Fee | 0 | 0 |
| Student Health Fee | 75 | 150 |
| Student Gov't Assessment | 65 | 130 |
| | $3,995 | $7,790 |

| **Day Student** | One Semester | Two Semesters |
|---|---|---|
| Tuition | $2,985 | 5,970 |
| Usual Room Charge | 0 | 0 |
| One-Time Enrollment Fee | 200 | 200 |
| Facility & Support Fee | 50 | 100 |
| Student Health Fee | 75 | 150 |
| Student Gov't Assessment | 65 | 130 |
| | $3,375 | $6,550 |

### Semester Meal Plans

The College provides an optional boarding program for all students except freshmen. All freshmen are required to be on one of the following meal plans to insure that they have a proper diet and to help them adjust to college life without the added responsibility of having to budget and plan for all meals. The Sunday brunch is served between ll:30 a.m. and 2 p.m. The meal program consists of four optional plans:

| | Semester |
|---|---|
| 1. Seven days-20 meals | $930 |
| *2. Seven days-14 meals-breakfast or lunch or dinner | $820 |
| *3. Five days (Monday-Friday)-10 meals-breakfast or lunch or dinner | $705 |
| *4. Seven days-7 meals-dinner | $545 |

*After the first week of classes, students must choose between breakfast or lunch or dinner.

For those students not on a meal plan, the dining hall offers meals on a flat price basis.

### Linen

Resident students are responsible for supplying their own linen.

### Laundry

Coin machines are available on and off campus. Limited laundry service is also available.

### Part-Time Tuition Rates

The charge for a credit hour course is $75 through six credit hours. The cost for six credit hours would be $450.

Thereafter, the following applies:

| Credits | Charge | Credits | Charge |
|---|---|---|---|
| 7 | $1,500 | 10 | $2,400 |
| 8 | 1,800 | 11 | 2,700 |
| 9 | 2,100 | 12 | 2,985 |

### Summer Session Tuition Rates

During the Summer Session students may take up to seven semester hours of credit for $75 per credit hour. Thus, the tuition charge for seven semester hours would be $525. Room charges and meal rates will be announced.

### Schedule of Payments

New students are to pay a $100 non-refundable tuition deposit in accordance with payment dates announced by the Admissions Office. Returning students are to pay a $100 non-refundable tuition deposit on or before **June 1** for the Fall Semester and on or before **November 15** for the Spring Semester in order to have their preregistration processed. Resident students are required to pay a non-refundable room deposit of $150 to reserve a residence hall space. This deposit will be applied to the total room charge in September.

### Fall Semester

| | Date | Resident Student | Day Student |
|---|---|---|---|
| First Payment | July 15 | $1,000 | $1,000 |
| Balance Payment | August 19 | (as billed) | (as billed) |

### Spring Semester

| | | | |
|---|---|---|---|
| First Payment | December 1 | $1,000 | $1,000 |
| Balance Payment | One week before registration | (as billed) | (as billed) |

## Course and Laboratory Fees

*(Non-refundable)*

Advanced Life Saving ..... $15 each semester
Advanced course in science ..... 25 each semester
Laboratory courses in computers and science ..... 15 each semester
Bowling ..... 15 each semester
Cardiopulmonary Resuscitation ..... 15 each semester
Karate ..... 85 each semester
Music: Private Instruction ..... 80 each semester
*(Instruments are available for rental through Division of Humanities)*
Sailing ..... 20 each semester
Senior Life Saving ..... 10 each semester
Student Teaching ..... 35 each semester
Word Processing ..... 15 each semester
Water Safety ..... 20 each semester
Water Skiing ..... 30 each semester

## Special Fees

*(Non-refundable)*

Application ..... $20
Audit (paid in advance) ..... $75 per credit
Late fee: late registration and/or late payment ..... 25
Withdrawal (each course) after Drop/Add Period ..... 10
Credit-by-Exam charge (paid in advance) ..... $75 per credit
Overload in excess of 19 credits (per credit) ..... 75
Graduation (regardless of participation) ..... 60
Transcripts (after first one) ..... 2
I.D. cards (after first one) ..... 5
Motor vehicle registration and parking .... 6
Residence hall room changes ..... 25
Residence hall private room or Roderick suite fee ..... 150
Replacement food card charge ..... 10
Post Office Boxes ..... 8

## Refunds

In case of withdrawal from the College it is the responsibility of the student to make formal application through the Student Affairs Office before any refunds will be made. Refunds are calculated on the basis of the amount payable, not on the amount actually paid. Any student required to leave from the resident halls of the College for disciplinary reasons will receive no refunds.

Refunds are made on the following schedules after deduction for non-refundable amounts:

### Tuition

Within seven days from the first day of registration ..... 80 percent
Within 14 days from the first day of registration ..... 60 percent
Within 21 days from the first day of registration ..... 40 percent
After 21 days ..... No Refund

### Room Charge

Within seven days from the first day of registration ..... 80 percent
Within 30 days from the first day of registration ..... 60 percent
Within 60 days from the first day of registration ..... 25 percent
After 60 days ..... No Refund

## Business Office Policies

1. The advance payment for each semester is non-refundable unless the student becomes academically ineligible. Laboratory and special fees are non-refundable.
2. All regular charges are payable on or before the stated date for each term.
3. Students eligible for VA educational benefits may, under special circumstances, arrange for a deferment of tuition payments. Such deferment may be granted for one term at a time. It is the responsibility of the student to fulfill financial obligations to the College. Failure to do so may result in the student not being allowed to register in a subsequent term. Further information may be obtained from the Financial Aid Office on the main campus or from the College VA certifying officials at the extension centers.
4. Grants and loans administered by the College are credited to the student's account at the rate of one-half the amount of the award each semester. A student receiving an award from outside sources must present written evidence of the amount of the award and the manner in which it is to be paid if credit is to be allowed against semester charges.

5. Students on the Work-Study Program are paid biweekly by check for hours worked. A portion of a paycheck may be applied toward their fees.
6. In order to register, a student must make sure that all charges from a previous semester have been paid.

## Questions Concerning Charges and Payments

All questions relating to charges and payments should be directed to the Business Office.

Saint Leo College
Business Office
P.O. Box 2097
Saint Leo, FL 33574
Telephone: (904)588-8211

## Financial Responsibility

No transcripts, grades, letters of recommendation, certificates of attendance, or any other official documents will be released if a student has financial indebtedness of any kind to Saint Leo College.

## Personal Property

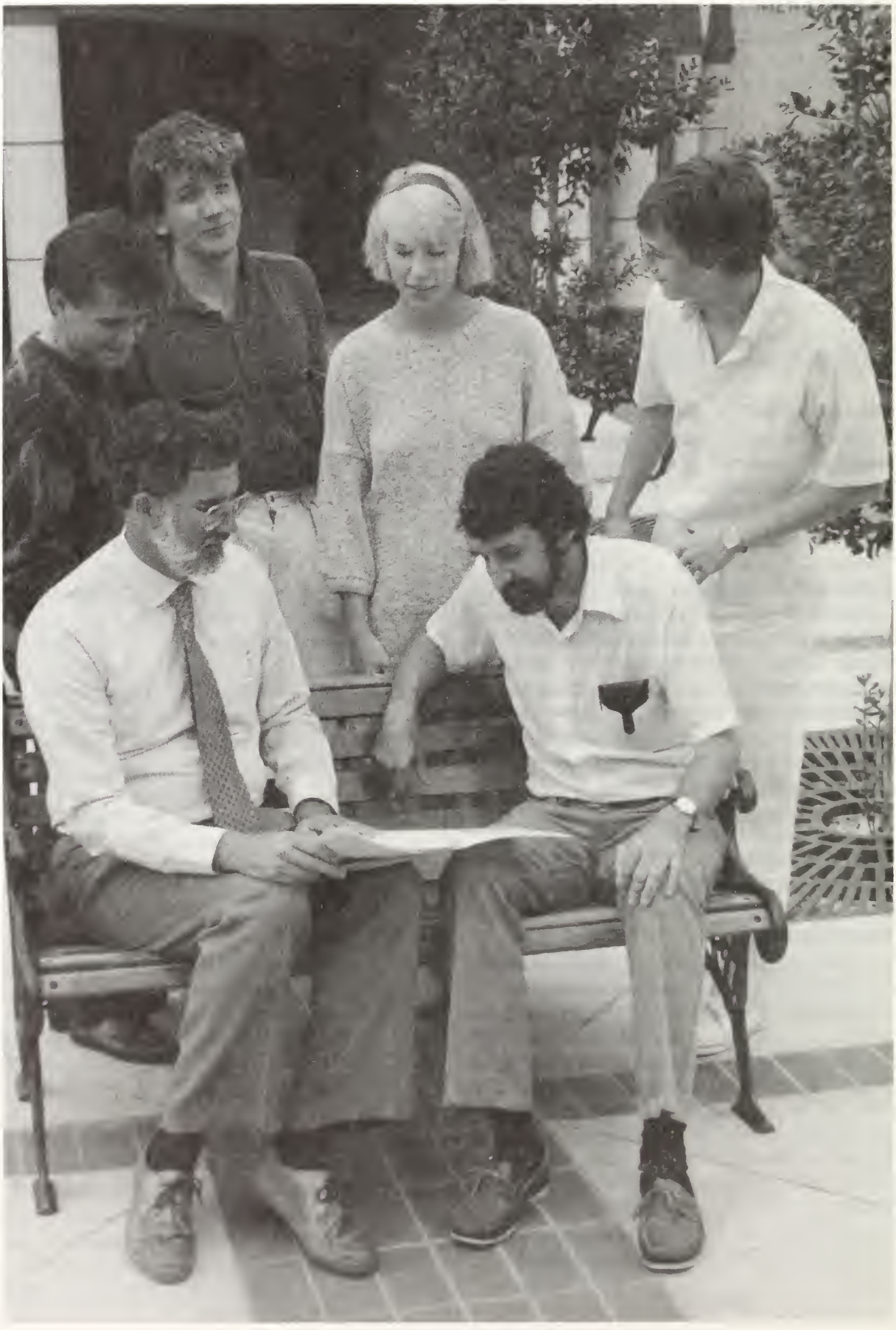
The College is not responsible for loss or for damage to the personal property of students. Ordinarily the insurance carried by a parent automatically provides or can be extended for this purpose. Students are encouraged to establish bank accounts at a local bank so they do not have large amounts of cash in their rooms.

## Family Tuition Reduction

Families with more than one child attending Saint Leo College simultaneously as full-time students benefit from the following tuition schedule:

Two children ..... $100 reduction per semester per child
Three children ..... $200 reduction per semester per child
Four children ..... $300 reduction per semester per child

# *Student Financial Assistance*



## *Financial Aid for Students Attending Main Campus*

Students enrolled at Military Bases (Military Education Program) or in Weekend College or Evening courses through ESO (Educational Services Program) should refer to appropriate MEP and ESO sections of this catalog.

Saint Leo College participates in state and federal student financial aid programs. Financial aid is awarded regardless of sex, race, age, national origin, religious affiliations, handicap, marital status or parental status. Federal programs require that the recipients be United States citizens or permanent residents of the United States. Some College-funded scholarships are available for non-United States nationals.

Financial aid is allocated on the basis of need, good moral character and academic promise. Financial "need" is the difference between the amount of money a student and family can provide for an education and the cost of an education. Financial need is relative to college costs and family financial strength. A student who shows "need" at one college may not show "need" at another.

Financial need is determined by College Scholarship Service on the basis of the financial information provided on the Financial Aid Form (FAF) which must be submitted to the office indicated on the form. These forms are available in high school guidance offices and college financial aid offices. Students who do not demonstrate a "need" may avail themselves of a deferred payment plan. Students involved in disciplinary measures or whose grade point average falls below a 2.00 jeopardize their eligibility for financial aid.

Since financial conditions and requirements vary from year to year, a new application must be submitted for each academic year.

Financial aid awards are not transferable.

## *Application Process for Financial Aid*

Students should apply for aid as early as possible, preferably at the time they apply for admission. Although aid is awarded all year long on the basis of available funds, priority is given to students who have been accepted for admission and whose applications are complete by March 1 for Fall Semester or October 1 for Spring Semester. The Financial Aid Form should be filed as early as possible after January 1 for the Fall Semester. To obtain the Saint Leo College application forms and information please contact:

Saint Leo College
Office of Financial Aid
and Veterans Affairs
P.O. Box 2228
Saint Leo, Florida 33574

## *Federal and State Financial Aid Directly Available to Students*

**Federal Pell Grant.** All students must apply for this grant before being considered for any other kind of aid, using the Financial Aid Form (FAF) from the College Scholarship Service.

**State Grants.** Many states have grants which can be used at colleges out of state. Since criteria of eligibility, application procedures, and deadlines vary, it is suggested that applicants contact their respective state department of education. Students must apply for the Pell grant and their state grant before applying for a Guaranteed Student Loan.

**Vocational Rehabilitation.** Each state has a program for handicapped persons and blind persons.

**Veterans Benefits.** Saint Leo College is approved for veterans training. The Veterans Administration has established rules and regulations for students eligible to receive VA educational benefits (active duty military, retired or separated, dependents and selected reservists). These rules and regulations pertain to enrollment status. Students eligible to receive VA educational benefits have the responsibility of being aware of and complying with these rules and regulations.

**Guaranteed Student Loans (GSL).** Student loans are available from lending institutions (banks, credit unions) or state agencies for students who qualify. Prior to applying for a GSL a student must file the Financial Aid Form to show need and establish his/her eligibility for a Pell grant or a state grant. Recommended time to start the GSL application process is three months prior to entrance.

**Parents Loans for Undergraduate Students (PLUS) and Supplemental Loans for Students (SLS).** These loans may be obtained by students and parents for undergraduate students who do not demonstrate a sufficient NEED for the GSL. Contact your lending institution and forward your completed loan application for processing preferably three months prior to entrance.

## *Deferred Payment Plan*

The College cooperates with insurance and tuition-plan companies to make monthly installment payments possible. All arrangements and contracts are made directly with the financing company.

### Academic Management Services, Inc.(AMS)

AMS offers a plan enabling students to budget all or part of the annual fees over a ten-month period at no interest. There is an initial fee and a small fee for life benefit coverage. To apply, write directly to Academic Management Services, Inc., 1110 Central Avenue, Pawtucket, Rhode Island 02861.

## *Local Scholarships*

**Dade City Kiwanis Club Scholarship.** One scholarship is awarded annually to a Pasco Comprehensive High School graduate who exemplifies the ideals of a Kiwanian as to service and character. Saint Leo College matches the scholarship in an equal amount. Apply to the President of the Kiwanis Club, Dade City, Florida 33525.

**Holy Name Priory Scholarships.** The Benedictine Sisters of the Holy Name Priory of Saint Leo, Florida, offer several room and board scholarships each year to female members of the junior or senior class who have volunteered services to the College or the community. The Mother Rose Marie Easly, O.S.B., Scholarship in the amount of $750 is awarded annually to a female resident of East Pasco County.

For information regarding these scholarships write directly to: Scholarship Committee, The Benedictine Sisters, P. O. Drawer H, Saint Leo, Florida 33574, by March 15 preceding each Fall Semester.

**Warder Scholarship.** This scholarship is reserved for bona fide residents of San Antonio, Saint Joseph, Saint Leo, and the Piney Grove area. Apply to the Financial Aid Office.

**Hazel Whitman Scholarship.** The Women's Association of Saint Leo College awards this annual scholarship to a Pasco County resident. Contact the President of The Women's Association, P. O. Box 2035, Saint Leo, Florida 33574.

## *Financial Aid Available Through The College*

*Aid for which application is made to the Financial Aid Office.*

**Florida Tuition Voucher.** This fund provides tuition assistance to bona fide residents of Florida in an amount varying yearly depending on state funding and is not based on need.

**Campus Based Federal Programs.** Students must be United States citizens or permanent residents of the United States and demonstrate financial need, good moral character and academic promise to qualify.

1. **Supplemental Educational Opportunity Grant (SEOG).** These funds are allocated as part of a financial aid package to students with exceptional need.
2. **College Work Study Program (CWSP).** Under this program and under the Institutional Employment Program, students who demonstrate a need may be placed in various positions on campus.
3. **PERKINS Loan Program (formerly NDSL).** Under this program students who demonstrate an exceptional need may obtain a loan.

**College Scholarships.** To be eligible for a College scholarship a student should be enrolled full time on the main campus. The bases on which selection is made are financial need, character, academic record and the specific criteria of the special awards. Priority is given to students who apply by March 1 of each year. Due to the limited number of scholarships, it is unlikely that the Scholarship Committee will award more than one scholarship to any one student.

1. **Alpha Sigma Sorority Scholarship.** Income raised by the Sorority Sisters is donated each year to a deserving sister of Alpha Sigma Sorority who has maintained a minimum GPA of 2.00.
2. **Benefactors Scholarships.** Income from the following funds makes it possible to assist deserving students with the greatest unmet financial need. Funds are in the names of: Saint Leo Abbey, John Barron, Saint Charles Borromeo, J.M. Boucher, Bertha Brown, Charles K. Campbell, David Cannon, Mary Ann Cass, Clerf Family, Mary Kay Coppedge, Patrick and Margaret McCabe, Rev. John F. O'Boyle, Mary Ann Riley, Right Rev. Msgr. George T. Rockett, Robin Stockberger.
3. **Gilmar and Margil Scholarship Fund.** Income from this fund will be granted to a student with the greatest determined need and with the highest academic standing and who is preferably a student of Spanish background.
4. **John Peter Heatherton Family Scholarship Fund.** Income from this fund is to be used for educational scholarships.
5. **Charles F. Henderson III Scholarship Fund.** Income from this fund will be used to assist students who show qualities of leadership, loyalty and service to Saint Leo College and who demonstrate unmet financial need.
6. **Honor Scholarships** are awarded to incoming students with minimum SAT scores of 1,000 and minimum high school GPA of 3.00 or a minimum college GPA of 3.25.
7. **Knights of Columbus, Father Farrell Council 6476 Scholarship Fund.** A scholarship in the amount of $500 per year shall be awarded to a student who meets the following criteria: The applicant must be a resident of Pasco County, Florida, a graduate of a Pasco County high school or a Florida Catholic high school, a practicing Catholic, classified as a junior in college with a minimum GPA of 3.00 and with a demonstrated financial need.
8. **Presidential Scholarships** are awarded on the basis of academic merit and need.
9. **Dade City Rotary Club Scholarship Fund.** Income from this fund will be awarded to graduates of Pasco Comprehensive High School and Pasco Hernando Community College, preferably the east campus. Recipients must demonstrate financial need.
10. **William G. Selby and Marie Selby Scholars Program.** Applicants must be bona fide residents of Florida, preferably from Manatee or Sarasota county.
11. **The Thomas B. Southard Scholarship Fund.** Income from this fund will be awarded to needy students showing an ambition and desire to learn.
12. **Tri-County Scholarships** of up to $300 yearly are awarded to residents of Pasco County, Hernando County, or Citrus County on the basis of unmet need.
13. **Dennis E. Vacenovsky Scholarship Fund.** Income from this fund will be used to assist students who show qualities of leadership, loyalty and service to Saint Leo College,and who demonstrate unmet financial need.

*Scholarships for which application is made to the scholarship or divisional chairperson:*

1. **Athletic Scholarships** are awarded to outstanding athletes who participate in intercollegiate programs. Apply directly to the Director of Athletics, P.O. Box 2038, Saint Leo, Florida 33574.
2. **Renee Cueto Scholarship Fund.** Income from this fund will be used to assist the most deserving theatre majors. Apply to the Chairperson, Division of Humanities, P.O. Box 2127, Saint Leo, FLorida 33574.
3. **Marion Elizabeth Flagg Scholarship Fund.** Income from this fund will be used to assist deserving students in music. Apply to the Chairperson, Division of Humanities, P.O. Box 2127, Saint Leo, Florida 33574.
4. **Humanities Scholarships.** These scholarships in various amounts, are awarded to students who demonstrate outstanding academic performance and financial need. Apply to the Chairperson, Division of Humanities, P.O. Box 2127, Saint Leo, Florida 33574.
5. **The C.P. McCabe Memorial Scholarship Fund.** Income from this fund will be used to assist juniors and seniors in

the Division of Education who are from Pasco County, Florida, and who are of good character and in financial need. Apply to the Chairperson, Division of Education, P.O. Box 2098, Saint Leo, Florida 33574.

6. **Raymond L. and Mary C. Spangler Scholarship Fund.** Income from this fund will be used to assist deserving students in science, mathematics, or humanities. Apply to the respective chairperson.
7. **Dr. Herbert F. Wolf Scholarship Fund.** Income from this fund, not available to freshmen, will be used to assist deserving students in science and mathematics. Apply to the Chairperson, Division of Natural Science and Mathematics, P.O. Box 2188, Saint Leo, Florida 33574.
8. **ROTC Scholarships.** All ROTC students who will be under the age of 25 at graduation are eligible to compete for scholarships for one to three years. ROTC scholarships pay full tuition, books, fees, travel expenses and $100 per month subsistence allowance. Scholarships are based solely upon merit. For additional information contact Saint Leo College, Coordinator of Military Science, P.O. Box 2128, Saint Leo, Florida 33574.
9. **ROTC Scholarships for on-campus degree completion by veterans enrolled in the Military Education Program.** All veterans and active duty enlisted personnel who are enrolled in the Military Education Program and are ready for separation are eligible to apply for the Saint Leo College ROTC Incentive Award Program.

   All applicants who are accepted will receive an annual $400 tuition rebate, plus $1,000 per year from Army ROTC (over and above the GI Bill entitlement). Applicants with a 3.25 grade point average and SAT scores of 1,000 will receive a $1,000 per year tuition rebate. Saint Leo students at the military extension centers should contact their resident center directors for details. Students planning to transfer to the main campus must apply for this scholarship prior to transfer. The final decision regarding scholarship awards rests with the College Financial Aid director.
10. **Edward L. Flemming Memorial Scholarship Fund.** Income from this fund will be used to assist deserving students in psychology. Available to juniors and seniors with financial need. Apply to Chairperson, Division of Social Science, P.O. Box 2247, Saint Leo, Florida 33574.
11. **Nathan Altschuler Memorial Scholarship Fund.** Income from this fund will be used to assist deserving active duty military students currently enrolled in the Military Education Program who demonstrate unmet financial need. Apply to resident center directors.
12. **Religious Education/Religious Studies Scholarship Fund.** Income from this fund will be used to assist deserving students who are majors in religious studies. This fund is made possible by the generous support of the Saint Gerard Foundation and Mr. and Mrs. James C. David. Apply to Chairperson, Division of Humanities, P.O. Box 2127, Saint Leo, Florida 33574.
13. **Father George Paulson Theology Institute Endowment Fund.** Income from this fund will be used to provide scholarships to deserving students majoring in religious education or religious studies as well as to provide lectures and other activities which further religious and values education. Apply to Chairperson, Division of Humanities, P.O. Box 2127, Saint Leo, Florida 33574.
14. **AFROTC Scholarships.** Air Force ROTC scholarships are available to qualifying students for two to four years. These scholarships pay all tuition, books, required fees, plus $1,000 per month tax free. All students in the final two years, regardless of scholarship status, receive the $100 tax-free subsistence allowance.
15. **Intercommunity Forum Scholarship Fund.** The College, Saint Leo Abbey and Holy Name Priory annually offer two scholarships to students majoring in religious studies or religious education. One scholarship provides $500 ($250 per semester) toward tuition and a room (double occupancy) at Saint Leo Abbey for a male student. The

other scholarship provides $500 ($250 per semester) toward tuition and a room (double occupancy) at Holy Name Priory for a female student. Apply to the Chairperson, Division of Humanities, P.O. Box 2127, Saint Leo, Florida 33574.

## *Refund of Financial Aid*

In the event a student receiving financial aid shall withdraw or not return for the following enrollment period and a refund is due under the College's refund policy, the refund will be distributed among various aid sources in accordance with federal regulations and in the following order of allocation: college scholarships, SEOG, NDSL, PELL Grant, grants, loans and in accordance with the College's equity packaging policies.

## *Standards of Satisfactory Progress Governing Student Financial Aid*

In order to receive and retain financial aid, students must maintain satisfactory progress as defined by College policies, state aid agency regulations, guarantee agencies, VA regulations, or federal regulations, depending on sources of funds.

## *Definitions*

**New Hours** exclude repeat courses.

**Enrollment** is based on tuition charges at registration.

**Full time** is 12 credit hours minimum each semester.

**Academic year** means two semesters on campus (Fall and Spring Semesters). For financial aid purposes, the Summer Session may be considered as a remedial session for certain aid programs but not for state aid.

In order to qualify for financial aid, all students who enroll full time (12 hours minimum) must earn a minimum of nine new hours any term and must earn a minimum of 24 new hours every academic year. "Repeats" are not included.

Students enrolled for the first time in College must maintain a 1.70 GPA in their first year of college attendance, including attendance at another college. After the first two terms of full-term enrollment at any college, students must maintain a minimum of 2.00 term or cumulative GPA.

In order to retain any aid, a student must meet the above standards. In addition, more stringent standards must be met to retain eligibility for certain programs, as follows:

**College Scholarship:** Specific standards described on the scholarship contract must be met.

**State Aid:** Most states require that recipients earn at least 24 new hours each academic year and maintain a minimum term and cumulative GPA of 2.00.

**Guaranteed Student Loan:** Various lending agencies have various standards of progress. In some cases, an agency will require a student to progress one class (from freshman to sophomore, for example) before approving a subsequent loan.

A student earning 30 or more hours per academic year and maintaining at least a 2.00 grade point average should be able to meet the standards of all agencies.

## *The Right to Appeal Loss of Aid*

Whenever a student fails to make satisfactory progress, financial aid will be withheld for the following term. Financial aid may be reinstated during that term on one of the following conditions:

1. Provided a student who has had extraordinary medical problems appeals to the Financial Aid Committee in writing, submitting documentary evidence, such as a copy of the hospital bill or letter from the physician, certifying that the student was unable to attend classes. Such appeal must be mailed to the Financial Aid Committee, P. O. Box 2228, Saint Leo, Florida 33574 within two weeks of having received notification of cancellation.
2. Provided during the term for which awards were cancelled and prior to the end of that term, a student raises his/her academic standing to meet the standards of progress, as defined herein, through the completion of an incomplete grade or change of grade. In such cases, it is the responsibility of the student to inform the Financial Aid Office that the grade has been changed by obtaining an unofficial revised grade transcript from the Records Office and bringing it to the Financial Aid Office with a request that his/her aid be reinstated.

## *Summer Sessions*

Students who do not meet the standards of progress by the end of the Spring Semester are encouraged to reinstate their eligibility for aid other than state aid for the following academic year by enrolling in the campus Summer Session or by taking courses at another college during the summer. Courses taken at other colleges must be approved by a division chairperson before a student enrolls.

It is the responsibility of the students who have permission to take summer courses for credit at another institution to submit a transcript of their summer grades to the Financial Aid Office together with a request for reinstatement of eligibility.

## *Aid for Part-Time Students*

Degree-seeking part-time students (minimum six semester hours) are eligible to apply for a Guaranteed Student Loan (GSL) and to apply for the Pell Grant. To maintain their eligibility, they must successfully complete all credit hours for which funds are disbursed in any term and maintain a cumulative grade point average of 2.00 minimum.

## *College Level Academic Skills Test (CLAST)*

Students who receive financial aid from the state of Florida and students wishing to transfer to a Florida state university must, by law, take the CLAST prior to the beginning of their junior year. Failure to take the CLAST by the time a student earns 60 credit hours will result in the loss of aid for that student until the CLAST is taken.

Failure on one (or several) of the CLAST subtests does not result in the loss of aid provided the student enrolls for the courses designed by the College as remedial courses for these particular subjects, during the term for which State aid is desired. CLAST tests are given three times a year. To apply for the CLAST please contact the Institutional CLAST Administrator, P.O. Drawer S, Saint Leo College, Saint Leo, FL 33574-4012. Applications are also available from the College's Financial Aid Office.

## *Financial Aid Transcript Requests for Transfer of Files*

Requests for financial aid transcripts will be filled out free of charge.

Students who transfer between terms during the course of an academic year and request that a copy of their entire aid file (FAF, tax returns, verification documents) be mailed to another school will be charged a $5 processing fee.

# *Academic Regulations*

## *Academic Term*

The campus academic programs, including the Educational Services extended programs and Weekend College, follow the semester system during the academic year. The campus undergraduate program continues in a six-week (April-June) Summer Session. Students find this session useful as a makeup term or as a means to earn additional credit for early graduation. The normal student course load for the session is two three-credit courses and a one-credit course in physical education. Enrollment in the Summer Session is optional.

Educational Services extended programs and Weekend College continue in a 14-week Summer Session.

The Military Education Program offers five terms in the academic year, starting about August 1 and ending in the last week of July.

## *Registration*

All students register for courses during the registration period at the beginning of each term.

Saint Leo College reserves the right to cancel the registration of any student who fails to conform to the rules and regulations prescribed in the College catalog.

The College offers degree programs on campus, and externally through the Educational Services Office and the Military Education Program. Students enrolled in any one of these programs must formally request permission to enroll in courses in either of the other programs. The request should be directed to the dean of the program in which the student is enrolled and must be approved by the Vice President for Academic Affairs.

## *Course Load and Overload*

Twelve credits is the mininum course load which a student may take and still be considered a full-time student. Students normally carry 15 to 18 credit hours.

Students who wish to take more than 19 credit hours must have a minimum cumulative grade point average of 2.50. In order to enroll in courses that would constitute a course overload students must be cleared by the Registrar and have the approval of their academic advisor and divisional chairperson. *Any student who is regis*tered *for 20 or more credits after the drop/add period will be assessed a non-refundable fee of $75 per credit hour for credits in excess of 19.*

## *Audit*

Audit students must be regular in attendance and must make regular class preparation. No tests or examinations are required. No grade or credit is given. Fees are the same for both credit and audit courses, including the $75 per credit hour charge for credits in excess of 19. See the tuition rates for part-time students in the preceding Financial Information section.

A change from credit to audit will not be permitted after the first week of the semester.

## *Classification of Students*

Students are classified according to the number of credits earned. Listed below are the requirements for the respective classifications:

Freshman—a student with fewer than 30 earned credits.

Sophomore—a student with at least 30 and fewer than 60 earned credits.

Junior—a student with at least 60 and fewer than 90 earned credits.

Senior—a student with at least 90 earned credits.

Special—a non-degree-seeking student.

## *Class Attendance*

An educational program centered upon classroom instruction is predicated on the concept of regular class attendance. In support of this concept, the following principles and procedures are practiced:

1. Instructors include a course attendance policy in their syllabi.
2. Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings, particularly their scheduled classes immediately preceding and following the Thanksgiving, Christmas and spring breaks.
3. Students whose attendance becomes unsatisfactory to the extent of adversely affecting their course performance are informed by their instructor, who, in turn, submits a written report (Early Warning) to the Vice President for Academic Affairs.

4. In the case of absences caused by College sponsored activities, students are allowed to make up such portions of work missed, including examinations, as the instructor deems necessary. Students are expected to make necessary arrangements before the planned absence from class.

## Academic Honesty

As members of an academic community which places a high value on truth and pursuit of knowledge, Saint Leo students are expected to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Each student has the responsibility to maintain the highest standards of academic integrity and to refrain from cheating, plagiarism or any other form of academic dishonesty.

Academic dishonesty is representing another's work as one's own, active complicity in such falsification, or violating test conditions. Plagiarism is stealing and passing off the ideas and words of another as one's own or using the work of another without crediting the source.

The sanctions for academic dishonesty (including cheating on an examination, plagiarism and similar offenses) are as follows:

1. The minimum sanction for the first offense is normally an "F" for the test or assignment.
2. The minimum sanction for the second offense (in the same or any other courses at the College) is normally an "F" for the course in which the violation took place.
3. The minimum sanction for the third offense is normally suspension of the student from Saint Leo College.

Circumstances which would justify sanctions greater than the minimum include the student's previous disciplinary record at the College or the particularly flagrant nature of the offense.

It is the responsibility and obligation of each student personally to uphold the Academic Honor Code. Students are required to report any observed instance of academic dishonesty to the course instructor. The procedures to be followed in cases involving academic honesty are outlined in the Student Handbook.

## Drops, Adds and Withdrawals

During the drop/add period students may change courses without a fee. Drops and adds are handled through the Records Office. After the first week of a semester there is a $10 fee for each course change.

Each student has the prerogative of dropping a course until the end of the first week of classes and after that a grade of "W" will be assigned until the final published date for withdrawing. The official recording date of all drops will be the last day scheduled for dropping classes. Students who drop below 12 semester hours will not be full-time students and may lose their eligibility for financial aid.

## Withdrawal from the College

If students find it necesary to withdraw from the College for any reason, they must do so officially to obtain honorable academic withdrawal.

Withdrawal forms are available in the Student Affairs Office and the procedure outlined thereon must be followed. Students who fail to carry out these procedures will be considered to be continuing students and may receive a failure (F) in all courses for the semester in which they registered. In such cases, the official withdrawal date for the permanent record will be the last day of the semester in which they left.

Since early withdrawal cannot be officially recognized until the student completes the procedures for withdrawal, there can be no refund of tuition or residence payments until the form is filed and receipted. The effective date of withdrawal will be the date the completed form is signed in Student Affairs.

## Final Exams

Final exams are scheduled after the last instructional class period of each semester and Summer Session. Students should not plan to leave campus until after the last day of final exams for the fall, spring and summer terms, and they are advised to make their travel arrangements for the entire year as early as September. The final exam schedule is announced at the start of the semester to give students time to make travel arrangements.

## *Credit by Examination*

A maximum of 40 semester hours of standardized testing credit will be accepted as applying toward graduation, and all such credit will be listed on the student's transcript. Information about credit by examination is available in the Records Office.

**Course Challenge Examination.** Full-time students with a cumulative grade point average of 2.50 or higher may seek to earn credit for a course through examination. Permission to take an examination is granted by the chairperson in whose division the course is taught. A $75-per-credit-hour fee must be paid in advance.

To receive credit the student must achieve a grade of "C" or above. If the student fails the examination, no grade will appear on the permanent record.

**Standard Examinations.** Students may receive credit after successfully completing any of the following standard examinations:

Advanced Placement Examinations
American College Testing Program Proficiency Examination Program(PEP)
College Level Examination Program(CLEP)
General and Subject Examinations (Up to 30 credits may be earned through the CLEP General Examinations.)
Defense Activity for Non-Traditional Educational Support (DANTES)
GED College Level Examinations

## *Grading*

| | | Quality Points Per Credit Hour |
|---|---|---|
| A | Superior Performance | 4.0 |
| B+ | Excellent Performance | 3.5 |
| B | Very Good | 3.0 |
| C+ | Above Average | 2.5 |
| C | Average | 2.0 |
| D | Below Average | 1.0 |
| F | Failure | 0.0 |
| I | Incomplete | 0.0 |
| W | Withdrawn | |
| WE | Withdrawn Excused *(Due to extended temporary duty of student: Military Education Program only.)* | |
| AU | Audit | |

Pass/fail grades are not computed in the grade point average.

Incomplete work (I) is counted as failure (F) if the work is not made up by midsemester of the following session.

Quality points are assigned only to grades earned at Saint Leo College.

## *Grade Point Average*

The grade point average (GPA) is determined by first multiplying the credit hours attempted by the quality points earned and then dividing the total quality points earned by the total hours attempted. For example:

| Course | Hours Attempted | Grade | Quality Points | Total Quality Points | |
|---|---|---|---|---|---|
| FAS 121 | 3 | A | (4) | 12.00 | (3x4) |
| SPA 111 | 3 | B | (3) | 9.00 | (3x3) |
| CHE 121 | 3 | D | (1) | 3.00 | (3x1) |
| HTY 121 | 3 | F | (0) | 0.00 | |
| ENG 121 | 3 | C+ | (2.5) | 7.50 | (3x2.5) |
| | 15 | | | 31.50 | |

Grade Point Average: 31.50÷15 = 2.1 GPA

**Note:** No quality points are awarded for transfer credit.

## *Grade Changes*

A grade may be changed only by the faculty member administering the course. Changes in grade are permitted only when a computational error has been made. The student who feels that he has received an improper grade must notify the faculty member immediately upon receipt of the grade. All grades are final three months after they are posted.

## *Repeated Courses*

Students may repeat any course that they wish, and are encouraged to repeat all courses failed. By written request to the Registrar students will have their cumulative grade point average adjusted to reflect only the higher grade earned at Saint Leo College. However, the record of attempting all courses will remain on the permanent record.

## *Grade Reports and Permanent Records*

All unsatisfactory midsemester grades, known as advisory grades, and all semester and summer session grades are mailed to the student's home address.

Each term's grade report is prepared for each student showing the student's progress for that term. This information and any additional transfer credit is placed on the

student's permanent record after 15 hours of residence. As grade reports are generated each term, the student's progress is checked against the grade point standards at the appropriate level and action is taken as required.

Permanent academic records of all students are maintained by the Records Office.

## *Transcript Requests*

Official transcripts of the permanent record may be released to a student or to others with the student's written permission. Requests for transcripts must bear the student's signature (required by the Family Rights and Privacy Act of 1974). Each request must contain the student's social security number, program enrolled (on-campus, ESO, or MEP), number of transcripts required and the complete mailing address to which each transcript is to be sent. The College will not provide a transcript of transfer credit until successful completion of course work at Saint Leo College.

Transcripts should not be requested until the grade slip for the preceding term has been received. Bachelor's degrees are conferred on September 1, January 1 and at the completion of the main campus Spring Semester (normally late April). (MEP only: Associate degrees are conferred monthly.) Transcript requests may be delayed until degree conferral has been completed. There is a $2 fee for each transcript requested.

Students requesting transcripts must be financially cleared at the time the request is received by the Registrar for processing. If a student is clearing a financial obligation at the time of the request, clearance to release the transcript could take up to ten working days.

Saint Leo College will not release transcripts unless all obligations to the College have been paid. If a student is financially cleared at the time the request is received, processing will be complete within two days. All transcript requests should be ordered directly from the Registrar, Post Office Box 2278, Saint Leo, Florida 33574.

## *The Dean's List*

At the end of each semester those full-time students who have earned a semester grade point average of 3.50 or higher are recognized by placement on the Dean's List.

## *Student Honor Society*

The Saint Leo College student honor society, Delta Nu, is a member of the Delta Epsilon Sigma National Scholastic Honor Society, which was founded in 1940 for students, faculty and alumni of colleges and universities with a Catholic tradition. The purposes of the society are to recognize academic accomplishments, to foster scholarly activities and to encourage a sense of intellectual community among its members. To be eligible for membership, a student must have acquired 62 credit hours (at least 30 of which must have been earned at Saint Leo) and maintained a grade point average of 3.50.

## *Academic Warning and Academic Probation*

In order to continue in good standing, a student must maintain a minimum cumulative grade point average of 2.00. The system of academic warning and probation is designed to identify and help, as well as warn, those students who are in danger of not qualifying for degrees at the end of their senior year.

The College reserves the right to require remedial action on behalf of a student who is placed on academic warning or probation. Such action may include, but is not limited to, requiring students to repeat failed courses, take a reduced course load, or change their program of study. The Academic Standards Committee sets these regulations and conditions.

Students who earn below a 2.00 semester grade point average in any semester will be placed on academic warning. Freshmen on academic warning are not eligible to pledge fraternities or sororities.

Freshmen who earn below a 1.70 semester grade point average or who receive failing grades in more than one course at the completion of the first semester will be placed on academic probation. All other students with a cumulative grade point average below 2.00 will be placed on academic probation.

Students who are on academic or disciplinary probation cannot hold or run for an office, participate in selected activities, intercollegiate sports, pledge a Greek organization or be a candidate for any kind of honor which includes participation in the graduation ceremony. More detailed infor-

mation concerning disciplinary probation may be found in the Student Handbook .

To maintain eligibility to participate, students must remain free from academic or disciplinary probation and must earn an average of 12 credits for each semester they are enrolled.

Members of varsity sports programs and students receiving financial aid must inform themselves of special eligibility requirements of these programs.

## *Academic Suspension*

Students whose cumulative grade point averages are deficient for their academic level are subject to academic suspension. Those students who fail more than two courses in a semester or are not making satisfactory progress are subject to progress review and suspension.

The number of credits used in determining a student's academic level is based on full-time tuition charged for the first two semesters or the equivalent and the total credit hours attempted thereafter. Cumulative averages required to ensure that a student is academically eligible to remain in college at the end of each academic level are as follows:

| Academic Level | Cumulative Average Required |
|---|---|
| Two semesters (full-time) | 1.50 |
| 57 credits | 1.70 |
| 84 credits | 1.90 |

The academic level is based upon the total credits attempted, including credits transferred from other colleges. The academic average is based only upon the total credit attempted at Saint Leo College.

**Appeals.** Students have the right to appeal academic suspensions. If students wish to appeal for immediate reinstatement, they must do so within one week of the official notification by the Academic Standards Committee. A successful appeal lifts suspension but academic probation remains.

For on-campus students appeals from academic suspensions must be made in writing to the Registrar. Students who are registered in the Educational Services or Military Education Program appeal through their program coordinator or director.

**Reinstatement.** Students suspended from Saint Leo College for poor scholarship may apply for readmission after completing at least 12 semester hours of acceptable work at another accredited college, or after two semesters if they do not pursue studies elsewhere. A student who is reinstated remains on academic probation.

The petition for reinstatement must be submitted to the Registrar at least one month before the intended date of reentry to the College. Students who are registered in the Educational Services or Military Education Program petition through their program director. The petition must include students' personal assessments regarding the factors that led to their suspension and what they would do positively to alter their academic status. In addition to a personal statement, students are expected to obtain recommendations from their advisors and at least one faculty member or their divisional chairperson.

Suspended students seeking reinstatement after the required suspension period must include in their petition evidence of accomplishment, which may consist of an official transcript of academic work completed since their suspension.

The Academic Standards Committee determines whether to deny or grant a request for reinstatement and determines the conditions of reinstatement. In the case of students in the Educational Services or Military Education Program, the dean of their program serves in place of the Academic Standards Committee.

**Veterans Benefits and Academic Progress.** Veterans and other eligible persons will be allowed two semesters of Campus or Educational Services (ESO) enrollment, or four terms of Military Education Program (MEP) enrollment to raise their GPA to 2.00 or higher. (Two terms in the MEP equal one Campus/ESO semester). Failure to attain the minimum GPA by the end of the second Campus/ESO semester or the fourth MEP term of probationary status will result in the termination of VA benefits. Students who lose VA eligibility due to failure to maintain standards of progress may regain academic eligibility by completing the College's reinstatement procedures. In addition to the College's reinstatement requirements, students who have been suspended must fulfill all VA requirements to gain reinstatement of benefits.

## Degree Requirements

To earn the associate degree the student must meet the following requirements:

1. Complete a minimum of 60 academic credits.
2. Complete two general physical education courses.
3. Complete Basic Studies I.
4. Attain a minimum cumulative grade point average of 2.00.
5. Complete such comprehensive examinations as may be required by the College.
6. Fulfill the residence requirement.
7. Satisfy all financial obligations.
8. Apply for graduation at registration or in the Office of the Special Assistant to the President.

To earn the bachelor's degree the student must meet the following requirements:

1. Complete a minimum of 120 academic credits.
2. Complete the general physical education requirements.
3. Complete the Basic Studies Program.
4. Complete a minimum of 39 hours of course work at the 300-400 level.
5. Attain a minimum cumulative grade point average of 2.00.
6. Complete all the requirements of the student's division and major.
7. Attain a minimum grade point average of 2.00 in the major.
8. Complete such comprehensive examinations as may be required by the College.
9. Fulfill the residence requirement.
10. Satisfy all financial obligations.
11. Apply for graduation at registration or in the Office of the Special Assistant to the President.

## Residence Requirements

Four academic years or eight semesters are normally needed to earn the bachelor's degree. Two academic years or four semesters are normally needed to earn the liberal arts associate degree.

*To satisfy residence requirements, students must complete a minimum of 30 credits at Saint Leo College. They must also be in attendance during the last two semesters.*

Students with a bachelor's degree who wish to earn an additional bachelor's degree must complete residence requirements and all other degree requirements.

Students who have satisfied the residence requirements and have completed all but nine credits of their degree credits may request permission to take these final credits elsewhere. In order to do so, they must petition in writing through their divisional chairperson for special consideration. Petitions require the endorsement of a student's divisional chairperson and approval of the Vice President for Academic Affairs.

Residence requirements for off-campus students enrolled in the external programs may be found in the catalog under Military Education Program and Educational Services Program.

## Application for Graduation

Students must make formal application for graduation at registration or in the Office of the Special Assistant to the President. A $60 fee is required for graduation, even if the student chooses not to participate in the commencement exercises. In order to provide time for a thorough research of the applicant's record, the application must be submitted by the end of the first semester of the final year in which the student expects to graduate. External degree students make formal application from the appropriate program dean.

The College has one formal graduation with academic regalia each year at the completion of the Spring Semester. Degrees are conferred on two other dates: September 1 and January 1.

## Participation in Commencement

All students who have met the requirements of Saint Leo College for receipt of the bachelor's degree and have met all financial responsibilities may participate in commencement ceremonies.

## Graduation with Honors

Students who have earned at least 45 credits at Saint Leo College and have the specified cumulative grade point averages will receive the following honors:

| | |
|---|---|
| Summa cum laude | 3.90 and above |
| Magna cum laude | 3.75 and above |
| Cum laude | 3.50 and above |

External Degree Program students who have completed at least 30 but fewer than 45 credits at Saint Leo College and who have completed a bachelor's degree with a cumu-

lative grade point average of at least 3.50 will be awarded the degree "With Honors."

## *Awards*

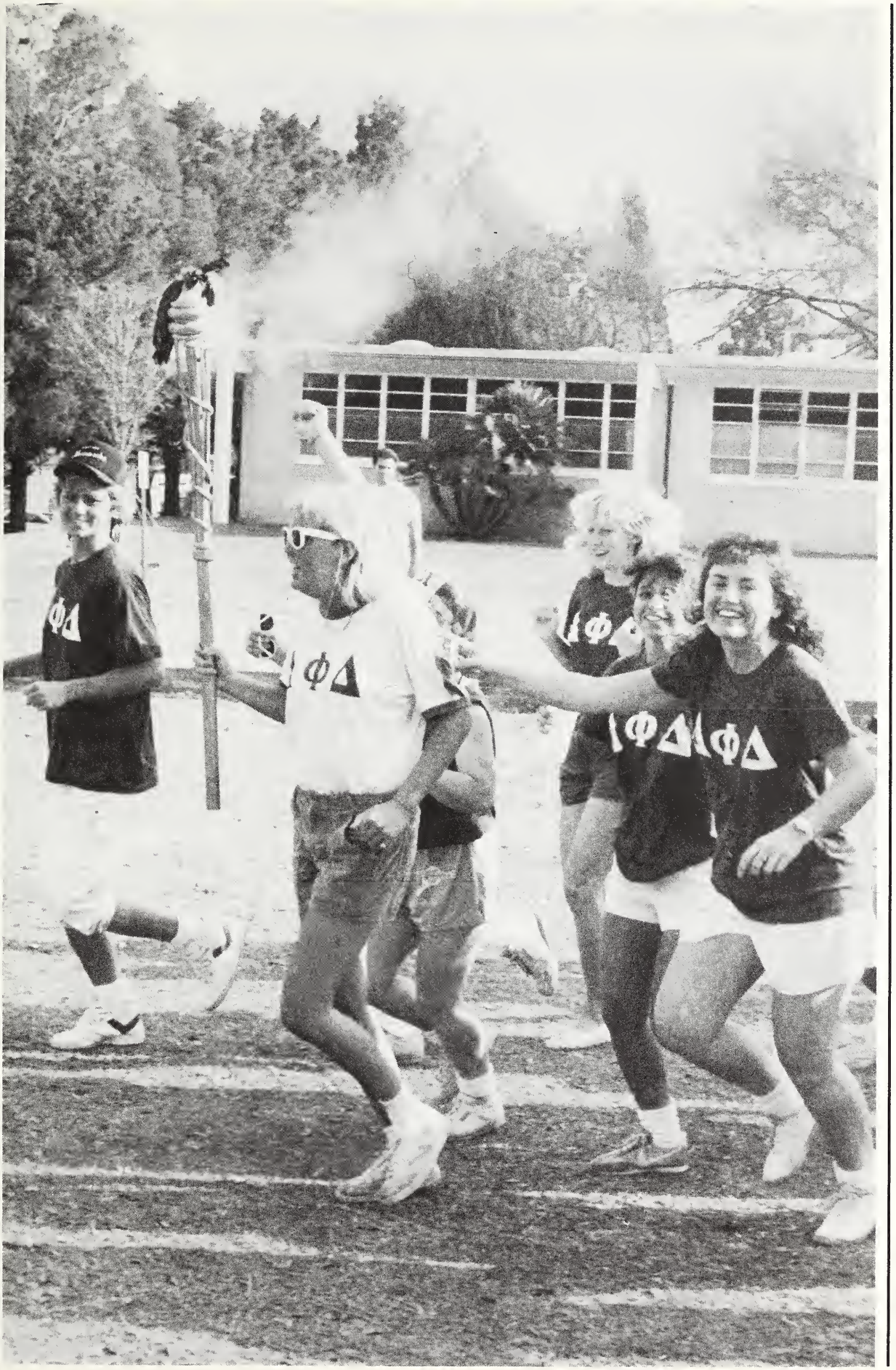
The following awards are given to members of the graduating class:

**The Clara McDonald Olson Scholarship Award** to the graduating student earning the highest scholastic average. Students receiving this award must have received all of their credits from Saint Leo College. Graduating students who have earned part of their degree credits from other institutions and who have achieved a 4.00 cumulative grade point average while attending Saint Leo College for at least their last three years are eligible for special recognition.

**The John I. Leonard General Excellence Award** to the member of the graduating class who best embodies the qualities of character, scholarship, service, leadership and general excellence for which Saint Leo College stands.

**The Abbot Marion Bowman Activities Award** to the member of the graduating class whose participation and leadership in extracurricular activities have been of the highest order.

**The Thomas B. Southard Leadership Award Sabre** to the Army ROTC graduate who best demonstrates leadership achievement in both Advanced Camp at Fort Bragg, North Carolina and on-campus ROTC classes and labs at Saint Leo College. The military sabre is donated by the Alumni Relations Office and the Department of Military Science.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# *Academic Programs*

The liberal arts curriculum of Saint Leo College enables students to become people of culture and conscience. It acquaints students with the major areas of human knowledge—the humanities, natural sciences, and social sciences—and allows them to pursue a major in the discipline of their interest and talent, encouraging them to relate knowledge gained from other disciplines with the principles of their chosen major. The liberal arts offer students the opportunity to gain greater knowledge of themselves, to develop a concern for others and ultimately to acquire insight into their responsibilities in the world.

Saint Leo College offers the following liberal arts degrees: Associate of Arts, Bachelor of Arts, Bachelor of Science and Bachelor of Social Work.

Students electing an Associate of Arts degree major in liberal arts.

Students electing the Bachelor of Science degree major in medical technology or health care administration.

Students electing the Bachelor of Social Work degree major in social work.

Students electing the Bachelor of Arts degree major in the following fields:

- Accounting
- Art
- Arts management
- Biology
- Business administration
- Criminology
- Dance
- Elementary education
- English
- Finance
- History
- Human resources administration
- International studies
- Management
- Marketing
- Music
- Music theatre
- Physical education
  - Sports management
  - Teacher training
- Political science
- Pre-law
- Psychology
- Public administration
- Religious education
- Religious studies
- Restaurant and hotel management
- Secondary education
- Sociology
- Special education (MR)
- Technology management
- Theatre

The biology major is the recommended pre-professional curriculum for students intending to pursue careers in medicine, dentistry and veterinary science.

The social work program is accredited by the Council on Social Work Education.

Teacher education programs that lead to certification and have been approved by the state of Florida Department of Education:

- Art (K-12)
- Elementary education (1-6)
- English (7-12)
- History (7-12)
- Mental retardation (K-12)
- Physical education (6-12)
- Political science (7-12)
- Religious education (7-12)
- Secondary education (7-12)

Other programs that lead to teacher certification (on a course-by-course transcript basis):

- Biology (7-12)
- Early childhood (N-K)
- Music (K-12)
- Social studies (7-12)
- Speech (7-12)

## *The Basic Studies*

Recognizing the need for its students to become acquainted with the major branches of human knowledge, Saint Leo College places strong emphasis on a liberal exposure to the arts and sciences through its program of basic studies. Faculty advisors aid students in selecting courses that will best contribute to their educational and vocational goals.

The Basic Studies program consists of two components, Basic Studies I and Basic Studies II; both are required for all bachelor's degree programs. There is also a physical education requirement.

No course may be used to satisfy both Basic Studies I and Basic Studies II requirements.

Basic Studies I requires a minimum of 30 credits (ten courses) and Basic Studies II requires a minimum of 15 credits (five courses).

# *Basic Studies I*

Students are required to take a total of ten courses chosen from the list below. The number of required courses is indicated for each subject section below. This page is designed for your use as a checklist in planning your course of study.

## *English*

**(Two Courses)**

- ☐ ENG 121 Composition
- ☐ ENG 122 Composition and Literature

**(One Course)**

- ☐ ENG 221 Survey of English Literature I
- ☐ ENG 222 Survey of English Literature II
- ☐ ENG 223 Survey of American Literature I
- ☐ ENG 224 Survey of American Literature II
- ☐ ENG 225 World Literature I
- ☐ ENG 226 World Literature II

## *Fine Arts*

**(One Course)**

- ☐ ART 121 Visual Fundamentals I
- ☐ ART 122 Visual Fundamentals II
- ☐ DAN 125-130 Introductory Dance Courses
- ☐ FAS 123 Introduction to Film
- ☐ MUS 123 Introduction to Music
- ☐ THE 121 Introduction to Theatre
- ☐ THE 123 Stage Craft

## *Religious Studies and Philosophy*

**(One Course)**

- ☐ PHI 121 Introduction to Philosophy
- ☐ PHI 222 Philosophy of Man
- ☐ PHI 223 Logic
- ☐ PHI 224 Ethics

**(One Course)**

- ☐ REL 110 Catholicism
- ☐ REL 124 Introduction to the Old Testament
- ☐ REL 125 Introduction to the New Testament
- ☐ REL 131 Introduction to Religion
- ☐ REL 223 Religions of the World: Western Religions
- ☐ REL 224 Religions of the World: Eastern Religions

## *Science and Mathematics*

**(One Course)**

- ☐ BIO 121 Introduction to Biology
- ☐ BIO 125 Principles of Biology
- ☐ CHE 121 Chemistry & Society
- ☐ CHE 123 General Chemistry I
- ☐ PHY 121 Fundamental Concepts of Physics
- ☐ PHY 131 Introductory Physics
- ☐ PHY 221 General Physics I

**(One Course)**

- ☐ MAT 121 Intermediate Algebra
- ☐ MAT 131 College Mathematics
- ☐ MAT 141 Finite Mathematics
- ☐ MAT 151 College Algebra
- ☐ MAT 161 Precalculus
- ☐ MAT 221 Calculus I
- ☐ MAT 231 Calculus and Analytical Geometry I

## *Social Science*

**(One Course)**

- ☐ HTY 121 United States History to 1865
- ☐ HTY 122 United States History since 1865
- ☐ HTY 123 Western Civilization to 1500
- ☐ HTY 124 Western Civilization since 1500
- ☐ HTY 225 Far Eastern Civilization
- ☐ HTY 227 Latin America and the Caribbean
- ☐ HTY 233 The Modern Middle East

**(One Course)**

- ☐ PSY 121 Introduction to Psychology
- ☐ PSY 122 Psychology of Adjustment
- ☐ PSY 228 Social Psychology
- ☐ SOC 121 Introduction to Sociology
- ☐ SOC 222 Social Problems
- ☐ SWK 121 Introduction to Social Work

Total: 10 courses

**NOTE:** External degree students should contact appropriate advisor concerning Basic Studies I requirements.

# *Basic Studies II*

Students are required to take a total of fifteen courses chosen from the list below. The number of required courses is indicated for each subject section below. This page is designed for your use as a checklist in planning your course of study.

## *Humanities*

**(One Course)**

- ☐ ART 322 History of Art I
- ☐ ART 323 History of Art II
- ☐ DAN 321 Dance History: Ballet
- ☐ DAN 322 Dance History: Modern Dance
- ☐ ENG 321 The English Novel
- ☐ ENG 331 Modern American Drama
- ☐ MUS 321 Music History I
- ☐ MUS 322 Music History II
- ☐ SPA 211 Spanish, Level 2-A
- ☐ THE 327 History of Theatre I
- ☐ THE 328 History of Theatre II

## *Religious Studies and Philosophy*

**(One Course)**

Any course in Religious Studies or Philosophy.

**(One Course)**

Any course in Religious Studies.

## *Science and Mathematics*

**(One Course)**

- ☐ BIO 121 Introduction to Biology
- ☐ BIO 125 Principles of Biology
- ☐ BIO 220 Human Anatomy and Physiology
- ☐ BIO 224 Health Science
- ☐ PSY 122 Psychology of Adjustment
- ☐ CHE 121 Chemistry and Society
- ☐ CHE 124 General Chemistry II
- ☐ COM 205 Programming in BASIC
- ☐ PHY 121 Fundamental Concepts of Physics
- ☐ PHY 131 Introductory Physics
- ☐ PHY 222 General Physics II
- ☐ MAT 131 College Mathematics
- ☐ MAT 141 Finite Mathematics
- ☐ MAT 151 College Algebra
- ☐ MAT 161 Precalculus
- ☐ MAT 221 Calculus I
- ☐ MAT 222 Calculus II
- ☐ MAT 231 Calculus and Analytical Geometry I
- ☐ MAT 232 Calculus and Analytical Geometry II

## *Social Science*

**(One Course)**

- ☐ HTY 121 United States History to 1865
- ☐ HTY 122 United States History since 1865
- ☐ HTY 123 Western Civilization to 1500
- ☐ HTY 124 Western Civilization since 1500
- ☐ HTY 225 Far Eastern Civilization
- ☐ HTY 227 Latin America and the Caribbean
- ☐ HTY 233 The Modern Middle East
- ☐ POL 121 Introduction to Politics
- ☐ POL 123 The Law and Society
- ☐ POL 223 American Federal Government
- ☐ POL 224 American State and Local Government
- ☐ PSY 121 Introduction to Psychology
- ☐ PSY 122 Psychology of Adjustment
- ☐ PSY 228 Social Psychology
- ☐ SOC 121 Introduction to Sociology
- ☐ SOC 222 Social Problems
- ☐ SWK 121 Introduction to Social Work

Total: 15 courses

**NOTE:** External degree students should contact appropriate program advisor concerning Basic Studies II requirements.

### Physical Education

In addition to the Basic Studies I and II requirements, all students are required to complete four one-credit physical education courses. Students who have at least two years of military service or are over 35 years of age or have an associate degree from an accredited junior or community college are exempted from this requirement. All students transferring with junior classification, except those who fall into one of the above-mentioned categories, must complete at least two one-credit physical education courses.

PED 101 Concepts of Physical Education
PED 201 Beginning Swimming

And two activities courses. (One studio dance course may serve as an activities course provided the dance course is not used to satisfy Basic Studies Humanities. Military Science students who complete MSE 321, 322, 421 and 422-10 may use this sequence to substitute as one activities course.)

## *Individual Studies*

The College offers two types of individual study. One type, entitled directed study, is conducted under the direct supervision of a faculty member and requires a minimum of one scheduled meeting a week. Courses listed as 329 or 429 are conducted as directed studies. Also, any other regular course may be taught by directed study where circumstances require.

The second type of individual study is independent study. In this the student pursues a subject under the direction of a faculty member, using such support materials as video tape, computer disk, written text, or combinations thereof. On completion of the prescribed work, the student reports to the faculty member and is graded either on a paper or project or written examination.

Both types of courses are recorded by title followed by the initials DS. Students using VA benefits or some other types of financial aid may not receive full benefits or aid for courses with a DS designation.

Permission to pursue individual studies must be obtained from the divisional chairperson or dean of the student's program. Generally, permission to use this option to satisfy a regular course requirement is granted only to students who are within two semesters of graduation and who satisfy all other academic course requirements. However, since written requests are submitted on an individual basis, exceptions may be made at the discretion of the appropriate administrator.

## *Freshman Studies Program*

The freshman studies program enhances the freshman-year experience. It is designed to involve students in their own education and to contribute to their academic, emotional, intellectual, spiritual, and social development and growth.

The freshman program has six goals: (1) to extend freshman orientation throughout the freshman year to meet individual needs; (2) to introduce higher education as a unique experience; (3) to develop a support group during the period of adjustment; (4) to build a sense of community; (5) to provide mentors for all freshmen; and (6) to improve self-esteem.

The program has three major academic components, as well as four additional services. The academic components include: (1) a freshman core curriculum that is administered through the freshman program; however, each course is taught through the respective disciplines; (2) Learning Assistance Services, under which courses will be required of students who are underprepared for college work; and (3) the Honors Program, an integral part of the freshman-year experience for appropriate freshmen.

Additionally, freshmen will be required to take a one-credit course designed to help them understand the College community and their place in it, PSY 101: Seminar on Self-Awareness. Some freshmen may elect, but other freshmen will be required, to take COL 101: Introduction to College. All incoming freshmen will be assigned advisors, who will act as mentors. Finally, all freshmen will be required to pass an exit examination to formally acknowledge completion of the freshman year.

## *Learning Assistance Services*

Saint Leo College offers a comprehensive developmental program designed to assist students who need to improve their academic skills. The goal of the developmental program is to help students succeed in their academic course work.

Developmental courses include lectures and discussion in regular classes and indi-

vidualized work in a laboratory environment. All components of the developmental program employ professional tutors.

Students who show weakness in any area are placed in the appropriate developmental course and are required to complete the assigned course satisfactorily within their first two semesters at the College. It is not unusual for first-semester freshmen who need to strengthen their academic skills to enroll in College Reading Skills and Developmental Composition simultaneously.

In addition to the developmental courses in reading, writing, and mathematics, Saint Leo College offers COL 101: Introduction to College, which orients freshmen to college generally and to Saint Leo College specifically. The focus of COL 101 is both academic and personal. The course is available primarily to freshmen.

All developmental courses require a minimum of "C" grade for passing. Credit earned in the courses described above is applicable toward graduation from Saint Leo College. The College Reading Skills course may also be useful to students preparing for graduate or professional schools, where a high reading proficiency is expected.

## *Computer Instruction Services*

Saint Leo College encourages students to gain a knowledge of computers. The College provides facilities and instruction to prepare students to be effective computer users in their upper division courses. The Computer Instruction Center is the focal point of education in computer information systems. It has two large state of the art micro computer classrooms and is the center for all laboratory studies.

## *Honors Program*

The honors program serves the special needs and interests of the most highly motivated and academically talented students, providing them with an opportunity to reach their potential for leadership, both inside and outside the classroom.

The program offers academic challenge and discipline through an integrated sequence of courses, supplemental academic and cultural activities, and entry into a community of scholars. These features provide honors students with an enriched and cohesive liberal arts education.

Through their studies, honor students are able to enjoy the experience of analytical thinking, independent learning, intellectual discussion and critical expression. The curriculum covers Western civilization from its origins to the present and it consists of an integrated sequence of six courses plus two research courses:

HON 150 The Classical World View (3 Cr)
HON 151 The Christian Vision (3 Cr)
HON 250 The Humanistic Tradition (3 Cr)
HON 251 The Scientific Revolutions (3 Cr)
HON 350 The Human Condition Re-examined (3 Cr)
HON 351 The Contemporary World View (3 Cr)
HON 498 Honors Research Methods (1 Cr)
HON 499 Senior Honors Project (3 Cr)

The program is for the most part not an addition to the usual course of study but is another way for students to earn their bachelor of arts degree. Honors students follow an altered basic studies program of 42 instead of 45 semester hours, and all of the honors courses count for basic studies requirements as follows:

HON 150: history, political science, sociology, or philosophy
HON 151: religious studies or philosophy
HON 250: fine arts or literature
HON 251: science or philosophy
HON 350: psychology or sociology
HON 351: literature or social science

Moreover, with the appropriate divisional chairperson's approval, the research courses will satisfy upper division major requirements.

The honors program is affiliated with the National Collegiate Honors Council, an organization of over 200 colleges and universities that serves as the national organization for honors programs. In addition, Saint Leo College participates in the Southern Regional Honors Council which is an affiliate of the National Collegiate Honors Council.

In recognition of outstanding academic achievement, Saint Leo provides a *Fourth Year Tuition Grant* for students who complete the honors program and meet the Grant's requirements. The Grant will be awarded in an amount sufficient to cover the fourth year tuition costs for which students do not have applicable financial aid.

To receive the Grant students must remain in good standing in the honors program through three years at Saint Leo and maintain a 3.5 GPA.

Honors students come from all academic areas, including pre-professional, science, the humanities, and business. The admission requirements are usually a high school GPA of 3.0 and a combined SAT score of 1,000. Students who complete the freshman year with a 3.25 or higher GPA may also be invited to join the program.

For further information and application forms, contact the Director of the Honors Program, c/o Assistant Vice President for Academic Support Services, P.O. Drawer S, Saint Leo College, Saint Leo, Florida 33574-2006.

## *Academic Advising*

All freshmen will be assigned an advisor. These advisors will assist students throughout the year, whether or not other academic advisors are assigned to the student. Freshmen are encouraged to seek out their respective advisors as mentors.

When students are ready to select a major, an academic advisor will be assigned to them by the chairperson of the division in which they plan to pursue a major.

All students are responsible for meeting all of the academic requirements for graduation. Therefore, students are responsible for making appointments with their academic advisors to ensure they meet those requirements.

External degree students should make an appointment with the appropriate program advisor to ensure that requirements are being fulfilled.

## *Major*

Students usually select their major before the completion of their sophomore year. However, they may begin their major as early as the first semester of their freshman year if they are certain about their educational and vocational goals. In fact, if they expect to enter a graduate or professional school upon graduation from Saint Leo College, students should decide on their major early. If they plan to teach, they should not delay their decision beyond the first semester of their sophomore year in order to complete the required professional courses in education in a four-year period.

Intensive study in a major usually begins in the first semester of the junior year.

Students who plan to teach at the secondary level should complete the professional courses in education in addition to all courses required in their major.

## *Preparation for Professions*

Basic preprofessional courses leading to graduate study or to entrance into professional schools are offered in a number of fields: law, medicine, dentistry, osteopathy, nursing, social work, veterinary science and others.

Students who expect to use the liberal arts as a foundation for more specialized study at another institution are advised to consult an advisor in their special field of interest for a suggested outline of required subjects, and also to consult the catalog of the institution where they intend to continue their studies. Requirements are fairly uniform within a given field but do vary somewhat among professional and graduate schools.

## *Military Science*

**Army Reserve Officer Training Corps.** The Army Reserve Officer Training Corps at Saint Leo College offers a four-year and a two- year Officer Training Program leading to a commission as a second lieutenant in either the United States Army Reserve or the regular Army. Depending on the students' academic major, their desires, and the needs of the Army, this commission may be in any one of the Army's 16 branches.

All textbooks, uniforms, and equipment are furnished. During the last 2 years, the student is paid $100 per month for 10 months during each academic year by the U.S. Government. In addition, one-, two- and three-year scholarships may be awarded to exceptional students.

The course of instruction emphasizes theoretical and practical leadership. It is divided into Basic (MS I and MS II) and Advanced (MS III and MS IV) courses. Admission to the Basic Course is open to full-time students, who will complete the four-year program before their 28th birthday and are physically qualified. Admission to the Advanced Course is competitive. The ROTC campus coordinator must approve all applicants. In addition, all advanced students must pass mental and physical examinations and have received credit for

the Basic Course.

Credit for the Basic Course may be given for prior military training or for participation in secondary school ROTC programs. Credit for the entire Basic Course may be received by attending summer camp under the two-year ROTC Program.

Additionally, Army ROTC offers "leadership labs" which are voluntary and carry no military obligation. Although the leadership labs carry no academic credit, they do allow students who cannot take an academic military science course to receive military credit for their participation. The leadership labs offered are:

**Leadership Lab:** Teaches basic military skills.

**Ranger:** Teaches survival techniques.

Freshmen and sophomores participate in ROTC on a voluntary basis with no obligation whatsoever to the military. A student who wishes to continue with postgraduate work may be deferred from call to active duty for up to four years after commissioning.

In addition to the Basic Studies I and II requirements, all students are required to complete four one-credit physical education courses. Students who have at least two years of military service or are over 35 years of age or have an associate degree from an accredited junior or community college are exempted from this requirement.

For additional information, contact Saint Leo College, U.S. Army ROTC, P.O. Box 2126, Saint Leo, Florida 33574.

**Air Force Reserve Officer Training Corps.** The Air Force Reserve Officer Training Corps (AFROTC) is offered under an intercampus agreement with the University of South Florida (USF). AFROTC courses are taken at USF, but Saint Leo College course credit is granted. The curriculum includes 16 credits of instruction by Aerospace Studies Department faculty over a four-year period.

Students may be enrolled in either a two- or four-year program. The four-year program normally requires students to successfully complete all four years of academic work, AFROTC courses, and a four-week field training encampment between their sophomore and junior years. The two-year program gives students who do not enroll in AFROTC during their freshman and sophomore years, and transfer students from non-ROTC colleges, the opportunity of taking AFROTC. Selection for this program is in the spring prior to entry year. If selected, the student attends a six-week field training encampment in the summer prior to program entry. Upon entering the program, the student then completes all undergraduate degree requirements, a mathematical reasoning course (if not already completed), and 12 credit hours of courses to qualify for commissioning as a second lieutenant in the Air Force.

Enrollment in a weekly one hour(non-credit) leadership laboratory is required of all students entering the program. Students wear the Air Force uniform during these periods, and are taught customs and courtesies of the Air Force.

AFROTC for two to three 1/2 year scholarships are available for eligible applicants. In addition to the above requirements, scholarship recipients must also complete an English compositon course and two semesters of a major Indo-European or Asian language.

Saint Leo College students interested in enrolling in the four- year program as freshmen may register at USF as special students. All other students interested should contact the Department of Aerospace Studies, USF, for advice. Veterans, active duty personnel, and graduate students are encouraged to inquire about special accelerated programs designed for them. The telephone number of the Department of Aerospace Studies is (813) 974-3367.

## *Overseas Academic Programs*

Two international seminars are usually offered each Summer Session: one in business administration and the other in humanities. Under the direction of Saint Leo College faculty members, participants may receive up to six hours of credit. The section on Course Offerings in this catalog gives further details.

In addition, studies abroad during either or both of the full semesters of the academic year may be undertaken in programs sponsored by other institutions. Prior approval of the courses and programs selected will assure ready acceptance of credits earned abroad into the student's program major at Saint Leo College. Such overseas academic programs are usually designed for the junior year, but occasionally participation dur-

ing the sophomore year is possible.

For studies in French-speaking or Spanish-speaking countries, students will find it essential to enroll in the corresponding elementary and/or intermediate language courses at Saint Leo College in the terms prior to departure. Approval for study in other countries requires a demonstrable capability in the language of the host country, even though many courses there may use English as the language of instruction.

Interested students are encouraged to explore the possibility of studying abroad, as the skill and knowledge acquired under these circumstances are frequently of direct benefit. Initial inquiries should be made to the Office of the Vice President for Academic Affairs. All courses taken in approved foreign study programs, both the International Studies Seminars of the Summer Sessions and the courses sponsored by other institutions, will be entered on students' Saint Leo College transcripts.

# Programs of Study

**Majors.** Programs of study and specific course requirements for the various majors offered by Saint Leo College are presented within the following divisions and program areas. Course requirements are fulfilled within a program component that consists of five phases: (1) Basic Studies I; (2) Basic Studies II; (3) major requirements; (4) physical education; and (5) electives. Some Basic Studies courses satisfy requirements for certain majors.

**Minors.** Minor programs of study are also offered in some academic departments, requiring a minimum of 15 semester hours and a maximum of 21 semester hours. No more than half of a minor's requirements can be satisfied by transfer or standardized testing credit. A minor is not required for graduation.

Students may earn up to two majors or a major and a minor.

# The Division of Business Administration

**Marvin T. Travis, Chairperson**

The Division of Business Administration, in cooperation with other divisions, stresses education for the whole person and provides a basis for understanding the economic structure of our society. Those who enter the business world and the world of products, services, buying and selling must be prepared to support all other segments of our society. The Division endeavors to prepare students to accept their share of this commitment by placing emphasis on an educational program that develops a well-rounded person capable of creative analytical thought and communication. All of this is accomplished within the liberal arts ideal.

The programs in the Division of Business Administration are designed as preparation for graduate study and for careers in business, industry, government and education. The Division offers the bachelor of arts degree with majors in a number of areas, most requiring 54 credit hours of work in the business or computer fields.

The Division of Business Administration serves as a resource for computer applications in other academic divisions of Saint Leo College.

Internships are offered in all majors for selected students so that they may apply their theoretical skills in a business environment.

**Professional Associations**

The Division of Business Administration is affiliated with the following associations:

American Assembly of Collegiate Schools of Business
American Management Association
Academy of Management
American Marketing Association
American Institute of Certified Accountants
Florida Institute of Certified Public Accountants
American Accounting Association
The Association of Human Resources Management and Organizational Behavior
Council on Hotel, Restaurant and Institutional Management
National Restaurant Association

## Accounting

The accounting major is designed to prepare students for accounting and finance positions in industry and government.

Certified public accountant (CPA) requirements will normally *not* be met by the major requirements. Most states require 24 hours of upper-level accounting courses; as such, the typical 54-hour major must be supplemented by taking at least two of the recommended accounting electives. Since each state has different requirements, a student must ensure sufficient accounting and related business and English courses to satisfy the state requirements.

CPA candidates in *Florida* must complete 30 additional semester hours above the 120 academic hours required for a Saint Leo bachelor's degree. Of the total semester hours the CPA candidate must complete 36 hours of upper-level accounting courses (this must include 12 hours of financial or cost accounting, 6 hours of taxation and 6 hours of auditing). The candidate must also complete 39 hours of related business

courses (this must include 6 hours of business law courses). Students wishing to be a CPA in Florida are encouraged to major in two areas of business since they must take the additional 30 semester hours. Most main campus students, with proper planning, can finish these requirements in 4 to 4 1/2 years by enrolling in summer sessions and/or adding courses to the normal full-time semester load.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Major Requirements | | 54 |
| ACC 221 | Financial Accounting | (3) |
| ACC 301 | Intermediate Acounting I | (3) |
| ACC 302 | Intermediate Accounting II | (3) |
| ACC 331 | Cost Accounting I | (3) |
| ACC 403 | Accounting Information Systems | (3) |
| ACC 411 | Auditing I | (3) |
| ACC 421 | Taxation I | (3) |
| COM 130 | Microcomputer Applications | (3) |
| ECO 201 | Principles of Macroeconomics | (3) |
| ECO 202 | Principles of Microeconomics | (3) |
| FIN 325 | Principles of Finance | (3) |
| GBA 325 | Business Statistics | (3) |
| GBA 331 | Business Law I | (3) |
| GBA 334 | Quantitative Methods | (3) |
| GBA 498 | Business Policy | (3) |
| MGT 301 | Principles of Management | (3) |
| MGT 321 | Communications for Management | (3) |
| MKT 301 | Principles of Marketing | (3) |
| Physical Education Requirements | | 4 |
| Electives | | 21 |

Recommended electives include ACC 332 Cost Accounting II; ACC 404 Fund Accounting; ACC 405 Accounting Theory and Research; ACC 412 Auditing II; ACC 422 Taxation II; ACC 423 Estates, Trusts and Gifts Taxation; GBA 332 Business Law II.

Total Credits 124

## *Arts Management*

(See Humanities.)

## *Business Administration*

The program must be specifically tailored by academic advisors and approved by the chairperson of the Division of Business Administration to meet the unusual career objectives of an individual who cannot achieve his objectives by majoring in another area. This approval must be confirmed in writing prior to the beginning of the student's last 45 hours at Saint Leo College.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Major Requirements | | 57 |
| ACC 221 | Financial Accounting | (3) |
| ACC 326 | Managerial Accounting *or* | |
| ACC 331 | Cost Accounting I | (3) |
| COM 130 | Microcomputer Application | (3) |
| ECO 201 | Principles of Macroeconomics | (3) |
| ECO 202 | Principles of Microeconomics | (3) |
| FIN 325 | Principles of Finance | (3) |
| GBA 325 | Business Statistics | (3) |
| GBA 331 | Business Law I | (3) |
| GBA 334 | Quantitative Methods | (3) |
| GBA 498 | Business Policy | (3) |
| MGT 301 | Principles of Management | (3) |
| MGT 321 | Communications for Management | (3) |
| MKT 301 | Principles of Marketing | (3) |
| Six additional 300-400 level business courses or six additional computer courses | | |
| Physical Education Requirements | | 4 |
| Electives | | 18 |

Recommended elective: COM 421 Management Information Systems.

Total Credits 124

## *Finance*

The finance major is designed to provide students with an opportunity to specialize in the financial area of management. Financial management is a key functional specialty in all private and public sector organizations of any size.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Major Requirements | | 54 |

| | | |
|---|---|---|
| ACC 221 | Financial Accounting | (3) |
| ACC 301 | Intermediate Accounting I | (3) |
| ACC 326 | Managerial Accounting *or* | |
| ACC 331 | Cost Accounting I | (3) |
| COM 130 | Microcomputer Application | (3) |
| ECO 201 | Principles of Macroeconomics | (3) |
| ECO 202 | Principles of Microeconomics | (3) |
| ECO 366 | Money and Banking | (3) |
| FIN 325 | Principles of Finance | (3) |
| FIN 331 | Principles of Investment | (3) |
| FIN 333 | Financial Institution | (3) |
| FIN 498 | Financial Policies and Strategies | (3) |
| GBA 325 | Business Statistics | (3) |
| GBA 331 | Business Law I | (3) |
| GBA 334 | Quantitative Methods | (3) |
| GBA 498 | Business Policy | (3) |
| MGT 301 | Principles of Management | (3) |
| MGT 321 | Communications for Management | (3) |
| MKT 301 | Principles of Marketing | (3) |
| Physical Education Requirements | | 4 |
| Electives | | 21 |

Recommended electives include ACC 302 Intermediate Accounting II; ACC 423 Estates, Trusts and Gifts Taxation; ECO 302 Intermediate Price Theory; FIN 477 Risk and Insurance.

Total Credits 124

## *Health Care Administration*

A 36-hour major in health care administration is designed for students who plan careers in this field. Students must have an R.N. certificate, an associate degree in a health care program, or substantial experience in the health care field.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Major Requirements | | 36 |
| MGT 301 | Principles of Management | (3) |
| MGT 331 | Management of Human Resources | (3) |
| MGT 412 | Organizational Behavior and Development | (3) |
| PHI 324 | Medical Ethics ** | (3) |
| PSY 223 | Statistics for the Social Sciences | (3) |
| SWK 423 | Social Welfare Policy I | (3) |
| GBA 321 | Seminar in Managerial Accounting and Finance | (3) |
| HCA 301 | Principles of Health Care Administration | (3) |
| HCA 499 | Senior Seminar in Health Care Administration | (3) |
| Three courses from the following: | | (9) |
| MGT 441 | Labor Relations | |
| MKT 301 | Principles of Marketing | |
| POL 325 | Public Administration | |
| PSY 318 | The Life Cycle | |
| PSY 319 | Human Behavior in Stress and Crisis | |
| PSY 327 | Abnormal Psychology | |
| PSY 427 | Personality Theory | |
| PSY 428 | Counseling Principles and Practices | |
| REL 424 | Death and the Meaning of Life ** | |
| SOC 320 | Methods of Social Research | |
| SOC 424 | Family Analysis | |
| SWK 400 | Special Topics in Social Work | |
| SWK 424 | Social Welfare Policy II | |
| Physical Education Requirements | | 4 |
| Electives | | 39 |

Total Credits 124

** May be applied to Basic Studies II

## *Human Resources Administration*

(See Division of Social Science for major requirements.)

## *Management*

Most business students major in management. It is a general business major in the sense that it prepares the student to begin the climb in the management (business) area of almost any type of organization on the assumption that management skills, once learned, are applicable in most business structures.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Major Requirements | | 54 |
| ACC 221 | Financial Accounting | (3) |
| ACC 326 | Managerial Accounting *or* | |
| ACC 331 | Cost Accounting | (3) |
| COM 130 | Microcomputer Applications | (3) |
| COM 421 | Management Information Systems | (3) |

| | | |
|---|---|---|
| ECO 201 | Principles of Macroeconomics | (3) |
| ECO 202 | Principles of Microeconomics | (3) |
| FIN 325 | Principles of Finance | (3) |
| GBA 325 | Business Statistics | (3) |
| GBA 331 | Business Law I | (3) |
| GBA 334 | Quantitative Methods | (3) |
| GBA 498 | Business Policy | (3) |
| MGT 301 | Principles of Management | (3) |
| MGT 321 | Communications for Management | (3) |
| MGT 331 | Management of Human Resources | (3) |
| MGT 412 | Organizational Behavior and Development | (3) |
| MGT 421 | Management Information Systems | (3) |
| MGT 498 | Management Policies and Strategies | (3) |
| MKT 301 | Principles of Marketing | (3) |
| Business Elective (300-400 level) | | (3) |
| Physical Education Requirements | | 4 |
| Electives | | 21 |

Recommended elective: PHI 328 Business Ethics.

Total Credits 124

## *Marketing*

The marketing major is designed to serve those students who wish to specialize in the marketing areas of a business enterprise.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Major Requirements | | 54 |
| ACC 221 | Financial Accounting | (3) |
| ACC 326 | Managerial Accounting *or* | |
| ACC 331 | Cost Accounting | (3) |
| COM 130 | Microcomputer Applications | (3) |
| ECO 201 | Principles of Macroeconomics | (3) |
| ECO 202 | Principles of Microeconomics | (3) |
| FIN 325 | Principles of Finance | (3) |
| GBA 325 | Business Statistics I | (3) |
| GBA 331 | Business Law I | (3) |
| GBA 334 | Quantitative Methods | (3) |
| GBA 498 | Business Policy | (3) |
| MGT 301 | Principles of Management | (3) |
| MGT 321 | Communications for Management | (3) |
| MKT 301 | Principles of Marketing | (3) |
| MKT 306 | Promotion Management | (3) |
| MKT 354 | Principles of Retailing | (3) |
| MKT 383 | Consumer Behavior | (3) |
| MKT 463 | International Marketing | (3) |
| MKT 498 | Marketing Policies and Strategies | (3) |
| Physical Education Requirements | | 4 |
| Electives | | 21 |

Total Credits 124

## *Restaurant and Hotel Management*

The restaurant and hotel management major exists to provide students with the basics they will need to enter the fast growing hospitality industry.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Major Requirements | | 57 |
| ACC 221 | Financial Accounting | (3) |
| ACC 326 | Managerial Accounting *or* | |
| ACC 331 | Cost Accounting | (3) |
| COM 130 | Microcomputer Applications | (3) |
| ECO 201 | Principles of Macroeconomics | (3) |
| ECO 202 | Principles of Microeconomics | (3) |
| FIN 325 | Principles of Finance | (3) |
| GBA 325 | Business Statistics | (3) |
| GBA 331 | Business Law I | (3) |
| GBA 334 | Quantitative Methods | (3) |
| GBA 498 | Business Policy | (3) |
| RHM 220 | Introduction to Restaurant and Hotel Management | (3) |
| RHM 222 | Food Fundamentals | (3) |
| RHM 320 | Purchasing | (3) |
| RHM 330 | Food Production Management | (3) |
| RHM 425 | Restaurant and Hotel Management Internship | (3) |
| RHM 498 | Seminar in Restaurant and Hotel Management | (3) |
| MGT 301 | Principles of Management | (3) |
| MGT 321 | Communications for Management | (3) |
| MKT 301 | Principles of Marketing | (3) |
| Physical Education Requirements | | 4 |
| Electives | | 18 |

Recommended electives include MGT 331 Management of Human Resources, MGT 412 Organizational Behavior and Develop-

ment, MKT 306 Promotion Management, MKT 383 Consumer Behavior.

Total Credits 124

## *Sports Management*

(See Physical Education.)

## *Technology Management*

The Technology Management program is designed for students who plan careers in the technological fields of industry and the military services. A prerequisite for admission is an associate of science or an associate of applied science degree, or an associate of arts degree with a 30 semester hour technical component, or 24 semester hours of approved technical course credit (not including credit for military service.)

| Program Components | Semester Hours |
|---|---|
| Basic Studies I | 30 |
| Basic Studies II | 15 |
| Major Requirements | 63 |
| Technology Component | (24) |
| ACC 221 Financial Accounting | (3) |
| ACC 326 Managerial Accounting *or* ACC 331 Cost Accounting | (3) |
| COM 130 Microcomputer Applications | (3) |
| ECO 201 Principles of Macroeconomics | (3) |
| ECO 202 Principles of Microeconomics | (3) |
| FIN 325 Principles of Finance | (3) |
| GBA 325 Business Statistics | (3) |
| GBA 334 Quantitative Methods | (3) |
| MGT 301 Principles of Management | (3) |
| MGT 321 Communications for Management | (3) |
| MGT 331 Management of Human Resources | (3) |
| MGT 412 Organizational Behavior and Development | (3) |
| MGT 498 Management Policies and Strategies | (3) |
| Physical Education Requirements | 4 |
| Electives at 300-400 level | 12 |
| Total Credits | 124 |

## *Minors*

The Division of Business Administration offers the following minors:

### *Accounting*

| | | |
|---|---|---|
| ACC 221 | Financial Accounting | (3) |
| ACC 301 | Intermediate Accounting I | (3) |
| ACC 302 | Intermediate Accounting II | (3) |
| ACC 326 | Managerial Accounting *or* | |
| ACC 331 | Cost Accounting | (3) |
| Plus any other upper division accounting course | | (3) |
| | | 15 |

**Note:** Not open to majors in business administration, finance, management, marketing or restaurant and hotel management.

### *Computer Systems in Business*

| | |
|---|---|
| A computer programming language course | (3) |
| (Should be taken by end of the first semester, sophomore year.) | |
| Plus five additional COM courses | (15) |
| | 18 |

### *Economics*

| | | |
|---|---|---|
| ECO 201 | Principles of Macroeconomics | (3) |
| ECO 202 | Principles of Microeconomics | (3) |
| Plus 3 upper division economics courses | | (9) |
| | | 15 |

### *Management*

| | | |
|---|---|---|
| MGT 301 | Principles of Management | (3) |
| Plus 4 upper division management courses | | (12) |
| | | 15 |

**Note:** Not open to majors in accounting, business administration, finance, health care administration, human resources administration, marketing, restaurant and hotel management or technology management.

### *Marketing*

| | | |
|---|---|---|
| MKT 30l | Principles of Marketing | (3) |
| Plus 4 upper division marketing courses | | (12) |
| | | 15 |

**Note:** Not open to majors in accounting, business administration, finance, management or restaurant and hotel management.

# *The Division of Education*

**E. Marilyn Schaeffer, Chairperson**

The Division of Education offers courses and programs for the preparation of teachers. A number of teacher certification programs at Saint Leo College have been approved by the state of Florida; the state will grant certification to a person who graduates from one of the programs.

The Teacher Education Program is intended to give the student a chance to grow not only in professional skills but also in personal commitment to the career of teaching. While the Division is ready to help its students do their very best, they should note that the standards for performance are high. Students who do not demonstrate adequate growth in professional skills or in personal commitment to teaching will be counseled out of teacher education.

Under the direction of the chairperson, the Division of Education has three functions:

1. It directs and authorizes the development, implementation and evaluation of the Teacher Education Program.
2. It cooperates with local schools in providing mutually beneficial classroom experiences for education students.
3. It offers its services for advancing education throughout the College and the larger community.

**The Teaching Certificate**

To be hired to teach, candidates must be certified by the state in which they hope to be employed. Each state has its own certification requirements, but an interstate agreement on qualifications for teachers has been arranged by some states. Each state which is party to the agreement will recognize graduates from programs of other member states. The following states and the District of Columbia are members of the interstate agreement:

| | |
|---|---|
| Alabama | New Hampshire |
| Alaska | New Jersey |
| California | New York |
| Connecticut | North Carolina |
| Delaware | Ohio |
| Florida | Oklahoma |
| Hawaii | Pennsylvania |
| Idaho | Rhode Island |
| Indiana | South Dakota |
| Kentucky | Utah |
| Maine | Vermont |
| Maryland | Virginia |
| Massachusetts | Washington |
| Michigan | West Virginia |
| Nebraska | Wisconsin |

To benefit from the interstate agreement a student must graduate from a state-approved teacher education program. The Florida-approved Teacher Education Program at Saint Leo College includes:

Art Education (K-12)
Elementary Education (1-6)
English Education (7-12)
History Education (7-12)
Physical Education (6-12)
Political Science (7-12)
Religious Education (7-12)
Special Education: Mental Retardation (K-12)

**Entering a Teacher Education Program**

There are two steps a student must take to be admitted to training.

The first step is to declare a major in one of the teacher certification disciplines listed above. This may be done when applying for admission to the College or at any time during the first or second year in residence.

The second step involves being officially accepted into the Teacher Education Program, for which there are special requirements. It is not necessary to meet these requirements until 30 semester hours of course work (the freshman year) have been completed. Transfer students who have more than 30 hours of credit do not need to meet the requirements until they have spent at least one semester in residence.

The requirements are as follows:

1. Completion of an application form for admission to the Teacher Education Program. (Forms are available at the Division office.)
2. Completion of the following courses with a minimum grade of "C" in each course: EDU 110 Practicum: Non-instructional, EDU 112 Introduction to Education, EDU 221 Human Growth and Development.
3. Achievement of a minimum cumulative SAT score of 835 or a minimum composite ACT score of 17.
4. Achievement of a minimum basic skills score (40th percentile) in English and

mathematics on a test given by the Division of Education.

5. Recommendation for admission by the appropriate divisional chairperson.

If students fail to meet the requirements above by the time they are sophomores (or have spent one semester as a transfer student), two things will happen:

1. The Division will attempt to find special help or remediation for the student.
2. The student will not be allowed to enroll in other education courses until the requirements have been met. This action is taken so that students may concentrate on material they need to learn in order to meet the requirements.

If students cannot meet the requirements to enter the Teacher Education Program after several attempts, they are usually requested to change their major to a discipline not related to teaching.

**Student Teaching (EDU 410)**

A student who wishes to be certified to teach must spend one semester as a student teacher. Student teaching is normally done during the last semester of study. Student teaching is a full-time activity and is taken only during a regular semester. Special requirements, which must be met before a student is allowed to student teach, are as follows:

1. Admission to the Teacher Education Program.
2. A cumulative grade point average of at least 2.00 and a minimum of "C" in each education course taken.
3. Successful completion of the education course sequence.
4. A negative chest X-ray or tuberculin skin test report.
5. Completion of application for student teaching by February 15 or October 15 of the semester preceding student teaching.
6. Approval of the chairperson of the Division of Education or the chairperson's designee.

A special fee is charged prior to student teaching to help defray costs of the student teaching program.

**Retention Policy**

From admission through completion of all teacher education requirements, the progress of each student is monitored closely through the use of "Florida's 27 Essential Teacher Competencies" and their sub-skills (contact the Education Division for the complete listing). The competencies and skills are identified with experiences and courses in which they can be developed and demonstrated. Faculty in the Division of Education and associated divisions continuously monitor and verify student achievement. Rate of growth is periodically assessed. Students judged to be progressing at a rate leading to probable success are retained in the Teacher Education Program. Others are counseled out.

To be recommended as having completed the state-approved Teacher Education Program, a student must complete all required education courses with a grade of "C" or higher.

## *Elementary Education*

The program in elementary education is designed for students who plan to teach in the elementary grades (1-6).

Certification in early childhood is possible through transcript evaluation by the Florida Department of Education. Requirements may be satisfied by completing the elementary education program plus EDU 300 Theory and Research in Early Childhood and EDU 301 Early Childhood.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Specific requirements in Basic Studies I and II are ART 121 or MUS 123, and MAT 131. | | |
| Foundation Courses | | 15 |
| EDU 110 | Practicum: Non-instructional | (2) |
| EDU 112 | Introduction to Education | (3) |
| EDU 210 | Practicum: Instructional | (4) |
| EDU 221 | Human Growth and Development | (3) |
| SPH 221 | Fundamentals of Speech | (3) |
| Major Requirements | | 57 |
| EDU 225 | Social Studies in the Elementary School | (3) |
| EDU 227 | Mathematics in the Elementary School | (3) |
| EDU 304 | The Exceptional Child | (3) |
| EDU 321 | The School Program | (3) |
| EDU 323 | Method: Theory and Practice | (3) |

| | | |
|---|---|---|
| EDU 328 | Science in the Elementary School | (3) |
| EDU 337 | Children's Literature | (3) |
| EDU 332 | Language Arts Development | (3) |
| EDU 334 | Introduction to Teaching Reading in the Elementary School | (3) |
| EDU 335 | Diagnosis and Remediation of Reading Problems | (3) |
| EDU 410 | Student Teaching | (12) |
| EDU 450 | Measurement and Evaluation | (3) |
| EDU 460 | Individualized Instruction | (3) |
| ART 326 | Art in the Elementary School | (3) |
| MUS 325 | Music in the Elementary School | (3) |
| PED 305 | Physical Education in the Elementary School | (3) |

Physical Education Requirements ..... 4
Electives ..... 5
Total Credits 126

## *Special Education: Mental Retardation*

This unique program combines the course-by-course certification requirements for elementary education with the state-approved program in mental retardation. The graduates of the mental retardation program are trained to teach mentally handicapped individuals of any age or ability level. Florida state minimum certification requirements for elementary education (1-6) by transcript review are included in the schedule of courses. The beginning teacher's competitive position in the employment market is thereby substantially improved. While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this dual program.

| Program Components | Semester Hours |
|---|---|
| Basic Studies I | 30 |
| Basic Studies II | 15 |
| Specific requirements in Basic Studies I and II are: ART 121 or MUS 123, and MAT 131. | |
| Foundation Courses | 15 |
| EDU 110 Practicum: Non-instructional | (2) |
| EDU 112 Introduction to Education | (3) |
| EDU 210 Practicum: Instructional | (4) |
| EDU 221 Human Growth and Development | (3) |
| SPH 221 Fundamentals of Speech | (3) |
| Major Courses | 69 |
| EDU 225 Social Studies in the Elementary School | (3) |
| EDU 227 Mathematics in the Elementary School | (3) |
| EDU 304 The Exceptional Child | (3) |
| EDU 321 The School Program | (3) |
| EDU 323 Method: Theory and Practice | (3) |
| EDU 325 Introduction to Speech Disorders | (3) |
| EDU 328 Science in the Elementary School | (3) |
| EDU 332 Language Arts Development | (3) |
| EDU 334 Introduction to Teaching Reading in the Elementary School | (3) |
| EDU 335 Diagnosis and Remediation of Reading Problems | (3) |
| EDU 337 Children's Literature | (3) |
| EDU 405 Foundations of Mental Retardation | (3) |
| EDU 406 Curriculum and Methods for the Educable Mentally Retarded | (3) |
| EDU 407 Curriculum and Methods for the Trainable Mentally Retarded | (3) |
| EDU 408 Educating the Mentally Retarded for Modern Society | (3) |
| EDU 410 Student Teaching | (12) |
| EDU 450 Measurement and Evaluation | (3) |
| ART 326 Art in the Elementary School | (3) |
| MUS 325 Music in the Elementary School | (3) |
| PED 305 Physical Education in the Elementary School | (3) |
| Physical Education Requirements | 4 |
| Total Credits | 133 |

## *Art*

The student in the art education program may fulfill the certification requirements for teaching in elementary and/or secondary schools by completing the art major as well as ART 326 and 327 and the following education courses: EDU 110, 112, 210, 221, 321,

323, 336, 410 and 450. Also required is SPH 221. Application to the program should be made in the sophomore year or, in the case of transfer students, during the first semester in residence.

## Physical Education

Students must complete the Basic Studies Program and fulfill the major requirements in physical education.

Required courses for a major in physical education (6-12) are PED 113, 213, 220, 224, 225, 306, 307, 308, 309, 320, 350, 425, 443. Other required courses are BIO 220, SPH 221, EDU 112, 221, 321, 323, 336, 410, 450.

## Secondary Education

Students who plan to teach at the middle, junior or senior high school level elect a subject major from one of the academic divisions. Subjects that lead to teacher certification are English, history and political science.

In addition to each major requirement, the following professional education courses are required: EDU 110, 112, 210, 221, 321, 323, 336, 410, 450 and 489. Also required is SPH 221. The student must be admitted to the Teacher Education Program and complete all other professional education courses before enrolling in EDU 410 Student Teaching. Application to a program should be made in the sophomore year or, in the case of transfer students, during the first semester in residence.

## Certification by Transcript Approval

Saint Leo College course offerings make it possible for a student to receive Florida Department of Education teacher certification in the following disciplines: biology education (7- 12), early childhood education (K-3), music education (K-12), social studies education (7-12), speech (7-12) and varying exceptionalities (K-12).

Eligibility for certification in the above disciplines is determined by the Florida Department of Education on the basis of a course-by-course review of the student's transcript. Since this process of certification is not a part of the interstate certification agreement, some differences in state requirements may exist for certification in states other than Florida.

## Varying Exceptionalities

This is a course-by-course program as explained above. To qualify, in addition to completing all requirements for Elementary Education, the student must complete the following 18 hours:

| | |
|---|---|
| EDU 304 | The Exceptional Child |
| EDU 405 | Foundations of Mental Retardation |
| EDU 431 | Psychopathology of Children and Adolescents |
| EDU 325 | Introduction to Speech Disorders |
| EDU 430 | Nature and Needs of the Gifted |
| EDU 406 | Curriculum and Methods for the Educable Mentally Retarded *or* |
| EDU 407 | Curriculum and Methods for the Trainable Mentally Retarded |

## Florida Laws Concerning Education Programs and Teacher Certification

Florida law requires candidates for certification to pass the Florida Teacher Certification Examination. To facilitate passing this examination and to ensure certification, all students in the Teacher Education Program must take the examination before completing their program at Saint Leo College. The examination is administered by the state on specific testing dates. The fee is to be paid by the student.

Florida law also requires that a candidate for regular certification complete the Florida Beginning Teacher Program. The particulars of this requirement may be determined by contacting the Division of Education.

The Teacher Education Program of Saint Leo College is subject to the requirements and review of various accrediting and certifying agencies. When these agencies dictate changes in rules or procedures, such requirements supersede the statements in this catalog.

# The Division of Humanities

**Ernie Williams, Chairperson**

The humanities explore the enduring intellectual, aesthetic and ethical values of our cultural heritage. Through its courses and its vigorous supporting program of performances and exhibits, the Division brings students to a knowledge of our literary and artistic tradition and helps them to develop a sense of language with a critical perception of divergent ideas. On their own, students engage in creative expression in the art forms of their choice. In sum, these experiences are intended to guide students toward a sense of self and to prepare them for a wide range of challenging careers.

The Division offers majors in art, arts management, dance, English, music, music education, music theatre, religious education, religious studies and theatre.

Students who plan to teach the humanities in secondary school should complete the professional education courses prescribed by the Division of Education.

**Professional Associations**

The Division of Humanities is affiliated with the following associations:

The American Film Institute
Association for Theatre in Higher Education
Florida Theatre Conference
National Council of Teachers of English
National Dance Association
PMLA
Southeastern Theatre Association

## Art

The major in art is designed as preparation for graduate study, for employment in creative arts and for teaching in elementary or secondary schools.

The policies and regulations concerning a major in art are outlined in detail in the Art Student's Handbook. Before graduation, art majors must present an exhibit demonstrating their ability to create in various media.

Students seeking teacher certification are required to take ART 326 or 327 and professional courses in education prescribed by the Division of Education.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 12 |
| (Include ART 122.) | | |
| Foundation Courses | | 6 |
| ART 121 | Visual Fundamentals I * | (3) |
| ART 122 | Visual Fundamentals II ** | (3) |
| ART 221 | Drawing | (3) |
| ART 223 | Beginning Painting | (3) |
| Major Requirements | | 22-30 |
| ART 321 | Studio I | (2-6) |
| ART 322 | History of Art I ** | (3) |
| ART 323 | History of Art II ** | (3) |
| ART 421 | Studio II | (2-6) |
| HUM 499 | Senior Seminar | (3) |
| Three other upper-division (300-400) art courses | | (9) |
| Physical Education Requirements | | 4 |
| Electives | | 39-47 |
| | | Total Credits 124 |

* May be applied to Basic Studies I
** May be applied to Basic Studies II

## Arts Management

The major in arts management is designed as preparation for administrative positions in art galleries, museums, community and professional theatres, concert halls and other similar organizations. An arts management internship is optional.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Foundation Courses | | 18 |
| ACC 221 | Financial Accounting | (3) |
| ACC 326 | Managerial Accounting | (3) |
| MGT 301 | Principles of Management | (3) |
| ECO 202 | Principles of Microeconomics | (3) |
| Two courses from the following: | | (6) |
| ART 322 | History of Art I ** | |
| ART 323 | History of Art II ** | |
| THE 231 | History of Theatre I ** | |
| THE 232 | History of Theatre II ** | |
| MUS 321 | Music History I ** | |
| MUS 322 | Music History II ** | |
| ECO 201 | Principles of Macroeconomics | |
| Major Requirements | | 39 |
| HUM 228 | Survey of Arts Management | (3) |
| ENG 324 | Reviewing and Critical Writing | (3) |

ENG 328 Biography and Autobiography (3)
HUM 320 Arts Management (3)
HUM 499 Senior Seminar (3)
FIN 325 Principles of Finance (3)
GBA 331 Business Law I (3)
GBA 498 Business Policy (3)
MGT 311 Organizational Behavior (3)
MKT 301 Principles of Marketing (3)
Nine additional credit hours from a major offered by the Humanities Division (9)
Optional Arts Management Internship ..... 1-15
(Amount of credit to be determined by the divisional chairperson; may not replace any required course.)
Physical Education Requirements ..... 4
Electives ..... 3-18
Total Credits 124
** May be applied to Basic Studies II

## *Dance*

The dance major is designed as preparation for graduate study or for employment in teaching, performing and choreography. The curriculum is based on the study of dance as an art form and provides a strong foundation emphasizing both technique and theory.

Dance majors are required to take a daily technique class and must demonstrate proficiency at each level in order to progress to the next. Dance majors must participate in the dance concert each semester in residence.

| Program Components | Semester Hours |
|---|---|
| Basic Studies I ..... | 30 |
| (Include DAN 125 or 127, BIO 121, and PSY 121 or 122.) | |
| Basic Studies II ..... | 15 |
| (Include BIO 220 and MUS 123.) | |
| Foundation Courses ..... | 12 |
| DAN 225 Intermediate Modern Dance I | (3) |
| DAN 226 Intermediate Modern Dance II | (3) |
| DAN 227 Intermediate Ballet I | (3) |
| DAN 228 Intermediate Ballet II | (3) |
| Major Requirements ..... | 33 |
| DAN 321 Dance History: Ballet ** | (3) |
| DAN 322 Dance History: Modern ** | (3) |
| DAN 421 Dance Composition I | (3) |
| DAN 422 Dance Composition II | (3) |
| DAN 325 Advanced Intermediate Modern Dance I *or* | (3) |
| DAN 326 Advanced Intermediate Modern Dance II | (3) |
| DAN 327 Advanced Intermediate Ballet I *or* | (3) |
| DAN 328 Advanced Intermediate Ballet II | (3) |
| DAN 425 Advanced Modern Dance I *or* | (3) |
| DAN 426 Advanced Modern Dance II | (3) |
| DAN 427 Advanced Ballet I *or* | (3) |
| DAN 428 Advanced Ballet II | (3) |
| Six credit hours from the following: | (6) |
| DAN 229 Intermediate Modern Jazz Dance | |
| DAN 233 Creative Movement for Children | |
| DAN 323 Labanotation | |
| DAN 331 Dance Pedagogy | |
| DAN 400 Special Topics | |
| HUM 499 Senior Seminar | (3) |
| Physical Education Requirements ..... | 4 |
| (Any studio dance course not taken for Basic Studies may substitute for a physical education activities course.) | |
| Electives ..... | 30 |
| Total Credits | 124 |

** May be applied to Basic Studies II

## *English*

The study of English language and literature provides students with the basic communications skills necessary for successful completion of their college program. In composition students learn to read intelligently and to think and write effectively. In literature they study the uses of language as art.

The English major is designed as preparation for graduate study and teaching. It also serves as excellent background for careers in advertising, publishing, public relations and free-lance writing and as preparation for the study of law and library science. Students may elect either (1) the literature track, designed primarily as preparation for graduate study; (2) the writing track, which emphasizes specialized writing applicable to the professions cited above; or (3) the teaching track, which leads to secondary school certification.

### *Literature Track*

| Program Components | Semester Hours |
|---|---|
| Basic Studies I | 30 |
| Basic Studies II | 15 |
| Foundation Courses | 12 |
| ENG 221 Survey of English Literature I * | (3) |
| ENG 222 Survey of English Literature II * | (3) |
| ENG 223 Survey of American Literature I * | (3) |
| ENG 224 Survey of American Literature II * | (3) |
| Major Requirements | 27 |
| ENG 321 The English Novel ** *or* | |
| ENG 433 Modern British and American Writers | (3) |
| ENG 323 History and Structure of the English Language | (3) |
| ENG 331 Modern American Drama ** *or* | |
| ENG 332 Modern British and European Drama | (3) |
| ENG 328 Biography and Autobiography *or* | |
| ENG 435 Literary Criticism | (3) |
| ENG 422 Shakespeare | (3) |
| ENG 427 Restoration and Eighteenth Century English Literature *or* | |
| ENG 431 Nineteenth Century English Literature or | (3) |
| ENG 436 Chaucer, Milton and Donne | (3) |
| HUM 499 Senior Seminar | (3) |
| Two other upper-level English courses | (6) |
| Physical Education Requirements | 4 |
| Electives | 36 |
| | Total Credits 124 |

* May be applied to Basic Studies I
** May be applied to Basic Studies II

### *Writing Track*

| Program Components | Semester Hours |
|---|---|
| Basic Studies I | 30 |
| Basic Studies II | 15 |
| Foundation Courses | 12 |
| ENG 221 Survey of English Literature I* | (3) |
| ENG 222 Survey of English Literature II* | (3) |
| ENG 223 Survey of American Literature I* | (3) |
| ENG 224 Survey of American Literature II* | (3) |
| Major Requirements | 27 |
| ENG 323 History and Structure of the English Language | (3) |
| HUM 499 Senior Seminar | (3) |
| Four courses from the following: | (12) |
| ENG 201 Expository Writing | |
| ENG 227 Basic Journalistic Writing | |
| ENG 324 Reviewing and Critical Writing | |
| ENG 326 Playwriting | |
| ENG 328 Biography and Autobiography | |
| ENG 334 Writing the Short Story | |
| ENG 335 Verse Writing | |
| ENG 430 Independent Writing | |
| Three other upper-level English courses | (9) |
| Physical Education Requirements | 4 |
| Electives | 36 |
| | Total Credits 124 |

*May be applied to Basic Studies I

### *Teaching Track*

English majors in the teaching track may also become certified to teach speech upon completion of the following additional courses: SPH 223, 331 and THE 121.

| Program Components | Semester Hours |
|---|---|
| Basic Studies I | 30 |
| Basic Studies II | 15 |
| Foundation Courses | 12 |
| ENG 221 Survey of English Literature I * | (3) |
| ENG 222 Survey of English Literature II * | (3) |
| ENG 223 Survey of American Literature I * | (3) |
| ENG 224 Survey of American Literature II * | (3) |
| Major Requirements | 24 |
| ENG 201 Expository Writing | (3) |
| ENG 323 History and Structure of the English Language | (3) |
| ENG 422 Shakespeare | (3) |
| ENG 433 Modern British and American Writers | (3) |
| HUM 499 Senior Seminar | (3) |
| Two other upper-level English courses | (6) |
| Professional Education Courses | 37 |
| Physical Education Requirements | 4 |
| Electives | 2 |
| | Total Credits 124 |

*May be applied to Basic Studies I

## Music

A major in music is designed as preparation for graduate study, for related employment in the music industry and for teaching in elementary or secondary schools.

Students may elect either the traditional music major, with emphasis on performance and preparation for graduate school, or the music education major, which is designed as preparation for teaching in the public schools with K-12 certification.

| Program Components | Semester Hours |
|---|---|
| Basic Studies I | 30 |
| Basic Studies II | 15 |
| Foundation Courses | 12 |
| MUS 121 Music Theory I | (3) |
| MUS 122 Music Theory II | (3) |
| MUS 321 Music History I** | (3) |
| MUS 322 Music History II** | (3) |
| Major Requirements | 31 |
| MUS 120, 220, 320, 420 Private Instruction (One required each semester) | (8) |
| MUS 221 Music Theory III | (3) |
| MUS 222 Music Theory IV | (3) |
| MUS 328 Chamber Music | (2) |
| MUS 111, 112, 116, 118 Ensemble (One required each semester) | (8) |
| MUS 323 Conducting I | (2) |
| MUS 324 Conducting II | (2) |
| 30 minute Junior Recital | (0) |
| 60 minute Senior Recital | (0) |
| HUM 499 Senior Seminar | (3) |
| Physical Education Requirements | 4 |
| Electives | 32 |
| Total Credits | 124 |

## Music Theatre

A major in music theatre is designed as preparation for performance in musical comedy theatre, for employment in the creative arts, and as preparation for graduate study.

The curriculum provides performance and training in acting, directing, vocal music, and dance. The performance and technique training are based on solid theoretical foundations. Once the major requirements have been completed, students are guided to specialize according to individual interests.

Admission to the program is limited to students selected through audition. Students are expected to participate fully in the production program.

| Program Components | Semester Hours |
|---|---|
| Basic Studies I | 30 |
| Basic Studies II | 15 |
| Foundation Courses | 12 |
| MUS 121 Music Theory I | (3) |
| MUS 122 Music Theory II | (3) |
| THE 223 Acting I | (3) |
| DAN 131 Introduction to Tap Dance | (3) |
| Major Requirements | 28 |
| MUS 120, 220, 320, 420 Private Voice | (4) |
| MUS 438 Music Theatre Literature | (3) |
| THE 224 Acting II | (3) |
| THE 242 Stage Make-up | (1) |
| THE 243 Voice for the Stage | (1) |
| THE 244 Stage Movement | (1) |
| THE 321 Directing I | (3) |
| THE 324 Styles of Acting | (3) |
| THE 336 The Broadway Musical | (3) |
| DAN 230 Intermediate Tap | (3) |
| HUM 499 Senior Seminar | (3) |
| Physical Education Requirements (Any studio dance course may substitute for a physical education activities course.) | 4 |
| Electives | 33 |
| (Suggested electives: DAN 125, 126, 127, 128, 129, 130, 323, 421; MUS 111, 112; THE 123, 241, 322, 334, 431.) | |
| Total Credits | 124 |

## Religious Studies

The major in religious studies requires 30 hours and is intended as preparation for graduate study in religion and ministry and for personal enrichment. Students majoring in religious studies should consider a second major in another field, such as English or social studies.

| Program Components | Semester Hours |
|---|---|
| Basic Studies I | 30 |
| Basic Studies II | 15 |
| Major Requirements | 30 |
| REL 124 Introduction to the Old Testament | (3) |
| REL 125 Introduction to the New Testament | (3) |
| REL 333 Survey of Christian Theology I | (3) |
| REL 334 Survey of Christian Theology II | (3) |
| REL 324 Studies in Christian Thought *or* REL 433 The Second Vatican Council | (3) |
| Five other courses in Religious Studies | (15) |

| | |
|---|---|
| Physical Education Requirements | 4 |
| Electives | 45 |
| Total Credits | 124 |

## *Religious Education*

The major in religious education requires 72 hours and is designed as preparation for teaching religion on the secondary level as well as for working as a coordinator of CCD programs and as a director of religious education.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Foundation Courses | | 15 |
| EDU 110 | Practicum: Non-Instructional | (2) |
| EDU 112 | Introduction to Education | (3) |
| EDU 210 | Practicum: Instructional | (4) |
| EDU 221 | Human Growth and Development | (3) |
| SPH 221 | Fundamentals of Speech | (3) |
| Professional Education Courses | | 27 |
| EDU 336 | Reading in Middle and Secondary Schools | (3) |
| EDU 321 | The School Program* | (3) |
| EDU 323 | Method: Theory and Practice* | (3) |
| EDU 410 | Student Teaching* | (12) |
| EDU 450 | Measurement and Evaluation | (3) |
| EDU 489 | Special Methods, Secondary | (3) |

*These are taken as a group during one semester.

| | | |
|---|---|---|
| Major Requirements | | 30 |
| REL 124 | Introduction to the Old Testament | (3) |
| REL 125 | Introduction to the New Testament | (3) |
| REL 333 | Survey of Christian Theology I | (3) |
| REL 334 | Survey of Christian Theology II | (3) |
| REL 324 | Studies in Christian Thought *or* | |
| REL 433 | The Second Vatican Council | (3) |
| REL 489 | Methods and Materials in Secondary Religious Education | (3) |
| Four other courses in Religious Studies | | (12) |
| Physical Education Requirements | | 4 |
| Electives | | 3 |
| Total Credits | | 124 |

## *Theatre*

The theatre major is designed as preparation for graduate study, for employment as a teacher or theatre practitioner, or as the core of a liberal arts education. The curriculum provides a strong foundation in the history, literature, skills and techniques of theatre.

Because work on productions is a co-curricular activity and an integral feature of the study of theatre, students majoring in theatre must register for College Theatre (THE 110) each semester in residence.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Foundation Courses | | 12 |
| THE 123 | Stagecraft | (3) |
| THE 223 | Acting I | (3) |
| THE 327 | History of Theatre I ** | (3) |
| THE 328 | History of Theatre II ** | (3) |
| Major Requirements | | 28 |
| Two courses selected from the following: | | (6) |
| THE 321 | Directing I | |
| THE 326 | Playwriting | |
| THE 331 | Scene Design | |
| THE 332 | Lighting Design | |
| Two courses selected from the following: | | (6) |
| ENG 331 | Modern American Drama ** | |
| ENG 332 | Modern British & European Drama | |
| ENG 422 | Shakespeare | |
| THE 335 | Theatre Management | (3) |
| HUM 499 | Senior Seminar: Humanities | (3) |
| Theatre/Dance Electives | | (10) |
| Physical Education Requirements | | 4 |
| Electives | | 35 |
| Total Credits | | 124 |

** May be applied to Basic Studies II

## *Speech*

No major in speech is offered. English majors in the teaching track, however, may become certified to teach speech as well as English by completing the following courses: SPH 223, 331 and THE 121.

## Spanish

No major in Spanish is presently offered. If there is enough demand; however, sufficient credits can be accumulated to allow secondary teacher certification in Spanish provided that the candidate has otherwise qualified for secondary teacher certification in English, history, or political science. Alternatively, the major in secondary education may lead to secondary teacher certification in Spanish. Nine hours beyond the minor of 15 hours are required.

## Minors

### Dance

| | | |
|---|---|---|
| Two credits from the following: | | (2) |
| DAN 110 | Dance Company | 1 |
| DAN 111 | Dance Ensemble | 1 |
| Six credits selected from the following: | | (6) |
| DAN 125 | Introduction to Modern Dance I | 3 |
| DAN 126 | Introduction to Modern Dance II | 3 |
| DAN 127 | Introduction to Ballet I | 3 |
| DAN 128 | Introduction to Ballet II | 3 |
| Six credits from the following: | | (6) |
| DAN 225 | Intermediate Modern Dance I | 3 |
| DAN 226 | Intermediate Modern Dance II | 3 |
| DAN 227 | Intermediate Ballet I | 3 |
| DAN 228 | Intermediate Ballet II | 3 |
| Six credits from the following: | | (6) |
| DAN 321 | Dance History: Ballet *or* | 3 |
| DAN 322 | Dance History: Modern Dance | 3 |
| DAN 421 | Dance Composition I | 3 |
| | | Total 20 |

### English

| | | |
|---|---|---|
| ENG 221 | Survey of English Literature I | 3 |
| ENG 222 | Survey of English Literature II | 3 |
| ENG 223 | Survey of American Literature I | 3 |
| ENG 224 | Survey of American Literature II | 3 |
| Electives: | Three upper-level English courses | 9 |
| | | Total 21 |

### Music

| | | |
|---|---|---|
| MUS 112 | The Broadway Chorus *and/or* | |
| MUS 118 | Stage Band | 2 |
| MUS 120-420 | Private Instruction | 4 |
| MUS 121 | Music Theory I | 3 |
| MUS 122 | Music Theory II | 3 |
| MUS 123 | Introduction to Music | 3 |
| MUS 321 | Music History I | 3 |
| MUS 322 | Music History II | 3 |
| | | Total 21 |

### Philosophy

The minor in philosophy requires 18 hours, nine of which must be in upper-division courses. The minor, in addition to providing personal enrichment, is especially useful for students considering graduate studies in religion and ministry. The minor is also relevant for students majoring in political science and pre-law.

### Religious Studies

The minor in religious studies requires 18 hours in religious studies, nine of which must be in upper-division courses. The minor is useful for students with a religious interest who plan to teach at the secondary level in either public or private schools.

### Spanish

| | | |
|---|---|---|
| SPA 311 | Spanish, Level 3-A | 3 |
| Electives: | Any four other Spanish courses | 12 |
| | | Total 15 |

### Theatre

| | | |
|---|---|---|
| THE 121 | Introduction to Theatre and Drama | 3 |
| THE 123 | Stagecraft | 3 |
| THE 327 | History of Theatre I | 3 |
| THE 328 | History of Theatre II | 3 |
| ENG 422 | Shakespeare | 3 |
| Electives: | Six credits in theatre | 6 |
| | | Total 21 |

# The Division of Natural Science and Mathematics

**Robert H. Peterson, Chairperson**

The Division of Natural Science and Mathematics deals with the nature of the universe and the methods employed to discover the laws underlying observed phenomena.

Majors in biology and medical technology are offered by the Division. Students who plan to teach biology in the secondary schools should complete the professional courses in education prescribed by the Division of Education in addition to all the courses required in the major. Courses required for teacher certification are EDU 110, 112, 210, 221, 321, 323, 336, 410, 450, 489 and SPH 221.

Minors are offered in biology and chemistry.

**Professional Associations**

The Division of Natural Science and Mathematics is affiliated with the following associations:

The American Association of Parasitologists
The Florida Academy of Sciences
The Mathematical Association of America
The National Association of Advisors for the Health Professions

## Preprofessional Program

Students intending to pursue careers in medicine, dentistry and veterinary science are encouraged to obtain the bachelor's degree with a major in biology and a minor in chemistry. Students with an interest in optometry, pharmacy, or other pre-professional medical programs should consult the divisional chairperson.

## Medical Technology

**(Bachelor of Science)**

A student majoring in medical technology will spend three academic years at Saint Leo College, with the fourth year being spent at an affiliated hospital. During the first three years the student must complete 96 semester hours. In the third year, the student should apply for admission to the clinical program at an affiliated hospital. The student will be registered at Saint Leo College during this period and will receive an additional 30 semester hours of credit.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| (Include BIO 125, MAT 161.) | | |
| Basic Studies II | | 15 |
| (Include MAT 231.) | | |
| Foundation Courses | | 28 |
| CHE 123 | General Chemistry I | (4) |
| CHE 124 | General Chemistry II | (4) |
| CHE 311 | Organic Chemistry I | (4) |
| CHE 312 | Organic Chemistry II | (4) |
| CHE 321 | Quantitative Chemical Analysis | (4) |
| PHY 221 | General Physics I | (4) |
| PHY 222 | General Physics II | (4) |
| Major Requirements | | 19 |
| BIO 311 | Invertebrate Zoology | (4) |
| BIO 312 | Vertebrate Zoology | (4) |
| BIO 422 | Immunology | (3) |
| BIO 425 | Microbiology | (4) |
| One other upper-division (300-400 level) course in biology | | (4) |
| Physical Education Requirements | | 4 |
| Clinical Program | | 30 |
| The clinical program is taken during the senior year at an affiliated hospital. | | |
| MED 410 | Microbiology | (6) |
| MED 411 | Parasitology | (2) |
| MED 412 | Urinalysis | (2) |
| MED 413 | Orientation | (1) |
| MED 420 | Hematology | (5) |
| MED 421 | Blood Banking | (3) |
| MED 422 | Serology | (2) |
| MED 430 | Chemistry, Clinical | (7) |
| MED 433 | Isotopes/Nuclear | (2) |
| | Total Credits | 126 |

## Biology

A major in biology is designed as preparation for graduate study, for teaching in secondary school, and for professional schools of medicine, dentistry and veterinary science.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Foundation Courses | | 35 |
| BIO 125 | Principles of Biology | (4) |
| CHE 123 | General Chemistry I | (4) |

| | | |
|---|---|---|
| CHE 124 | General Chemistry II | (4) |
| CHE 311 | Organic Chemistry I | (4) |
| CHE 312 | Organic Chemistry II | (4) |
| MAT 161 | Precalculus | (3) |
| MAT 231 | Calculus and Analytic Geometry I | (4) |
| PHY 221 | General Physics I | (4) |
| PHY 222 | General Physics II | (4) |
| Major Requirements | | 32 |
| BIO 311 | Invertebrate Zoology | (4) |
| BIO 312 | Vertebrate Zoology | (4) |
| BIO 313 | Botany | (4) |
| BIO 321 | Vertebrate Embryology | (4) |
| BIO 324 | Cell Physiology | (4) |
| BIO 421 | Genetics | (4) |
| Two other upper-division (300-400 level) courses in biology | | (8) |
| Physical Education Requirements | | 4 |
| Electives | | 8 |
| (CHE 321 is strongly recommended.) | | |
| | | Total Credits 124 |

## *Chemistry, Mathematics or Physics*

No majors are presently offered in chemistry, mathematics or physics. However, sufficient courses are available to satisfy the related course requirements of other programs.

## *Minors*

### *Biology*

| | | |
|---|---|---|
| BIO 125 | Principles of Biology | 4 |
| BIO 311 | Invertebrate Zoology | 4 |
| BIO 312 | Vertebrate Zoology | 4 |
| BIO 313 | Botany | 4 |
| Elective: One other 300-400 level biology course | | 4 |
| | | Total 20 |

### *Chemistry*

| | | |
|---|---|---|
| CHE 123 | General Chemistry I | 4 |
| CHE 124 | General Chemistry II | 4 |
| CHE 311 | Organic Chemistry I | 4 |
| CHE 321 | Organic Chemistry II | 4 |
| CHE 321 | Quantitative Chemical Analysis | 4 |
| | | Total 20 |

# *The Division of Physical Education*

**Norman D. Kaye, Chairperson**

The Division of Physical Education offers a broad major with three specialized tracks that prepare students for careers in teaching, sports management, recreation and other leisure programs. In addition, each track provides a strong foundation for graduate study.

Because course offerings are the same for men and women, all students receive a comprehensive understanding of the physical education needs of males and females.

**Professional Associations**

The Division of Physical Education is affiliated with the following associations:

American Academy of Sports Medicine
American Association of Health, Physical Education, Recreation and Dance
Intercollegiate Soccer Association of America
National Athletic Trainers Association
National Collegiate Athletic Association
National Intramural and Recreation Association
United States Professional Tennis Association
United States Tennis Association

## *General Track*

In any course involving more than one subject (i.e., PED 323 Coaching Golf and Tennis or PED 307 Swimming-Golf) the student must pass each subject to pass the course.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Specific requirement is BIO 121. | | |
| Basic Studies II | | 16 |
| Specific requirement is BIO 220. | | |
| Foundation courses | | 16 |
| PED 115 | Introduction to Recreation | (1) |
| PED 215 | Practicum in Recreation and Leisure | (3) |
| PED 220 | Motor Development | (3) |
| PED 224 | CPR-Basic Life Support | (1) |
| PED 225 | First Aid and Personal Safety | (3) |

SPH 221 Fundamentals of Speech (3)
Major Requirements ..... 36
Core I (15)
PED 320 Theory and Practice of Coaching (3)
PED 350 Adaptive Physical Education (3)
PED 420 Kinesiology (3)
PED 425 Physiology of Exercise (3)
PED 445 Organization and Administration of Recreation and Leisure (3)
Core II (21)
Students are required to complete an additional seven major courses from the Division of Physical Education.
Basic Physical Education Requirements ..... 4
General Electives ..... 22

Total Credits 124

## *Sports Management Track*

In any course involving more than one subject (i.e., PED 323 Teaching Golf and Tennis or PED 307 Swimming-Golf) the student must pass each subject to pass the course.

| Program Components | Semester Hours |
|---|---|
| Basic Studies I ..... | 30 |
| Specific requirements are BIO 121, DAN 125, PSY 121, SOC 121. | |
| Basic Studies II ..... | 16 |
| Specific requirement is BIO 220. | |
| Foundation Courses ..... | 16 |
| PED 114 Introduction to Sports Management | (3) |
| PED 214 Practicum: Sports Management | (3) |
| PED 220 Motor Development | (3) |
| PED 224 CPR-Basic Life Support | (1) |
| PED 225 First Aid and Personal Safety | (3) |
| SPH 221 Fundamentals of Speech | (3) |
| Major Requirements ..... | 57 |
| Core I (15) | |
| PED 320 Theory and Practice of Coaching | (3) |
| PED 350 Adaptive Physical Education | (3) |
| PED 420 Kinesiology | (3) |
| PED 425 Physiology of Exercise | (3) |
| PED 444 Organization and Administration of Sports Management | (3) |
| Core II (21) | |
| PED 321 Sociology of Sports | (3) |
| PED 414 Internship: Sports Management | (6) |
| PED 434 Seminar in Sports Management | (3) |
| Three major courses from the Division of Physical Education | (9) |
| Business Core (21) | |
| ACC 221 Financial Accounting | (3) |
| GBA 331 Business Law I | (3) |
| MGT 301 Principles of Management | (3) |
| MKT 301 Principles of Marketing | (3) |
| MGT 321 Communication for Management | (3) |
| MGT 331 Management of Human Resources | (3) |
| COM 130 Microcomputer Applications | (3) |
| Basic Physical Education Requirements ..... | 4 |
| Elective ..... | 1 |

Total Credits 124

## *Teaching Track*

Students entering the teaching track will complete the new program for Florida certification for grades 6-12. Course-by-course addition of the requirements for K-8 certification will be available on a limited basis.

In any course involving more than one subject (i.e., PED 323 Coaching Golf and Tennis or PED 303 Swimming-Golf) the student must pass each subject to pass the course.

In order to be recommended as having completed the state-approved teacher education program in physical education, a student must complete all required major courses with a grade of "C" or higher.

| Program Components | Semester Hours |
|---|---|
| Basic Studies I ..... | 30 |
| Specific requirement is BIO 121. | |
| Basic Studies II ..... | 16 |
| Specific requirement is BIO 220. | |
| Foundation Courses ..... | 16 |
| PED 113 Introduction to Physical Education | (3) |
| PED 213 Practicum: Physical Education | (3) |
| PED 220 Motor Development | (3) |
| PED 224 CPR-Basic Life Support | (1) |
| PED 225 First Aid and Personal Safety | (3) |

| | | |
|---|---|---|
| SPH 221 | Fundamentals of Speech | (3) |
| Major Requirements | | 57 |
| PED 320 | Theory and Practice of Coaching | (3) |
| PED 350 | Adaptive Physical Education | (3) |
| PED 420 | Kinesiology | (3) |
| PED 425 | Physiology of Exercise | (3) |
| PED 443 | Organization and Administration of Physical Education | (3) |
| Core II (12) | | |
| PED 306 | Instructional Design and Content of Racquet Sports/Track and Field | (3) |
| PED 307 | Instructional Design and Content of Swimming/Golf | (3) |
| PED 308 | Instructional Design and Content of Personal Fitness/Weight Training | (3) |
| PED 309 | Instructional Design and Content of Team Sports and Activities | (3) |
| Education Core (30) | | |
| EDU 112 | Introduction to Education | (3) |
| EDU 221 | Human Growth and Development | (3) |
| EDU 321 | School Program | (3) |
| EDU 323 | Method: Theory and Practice | (3) |
| EDU 336 | Reading in Middle and Secondary Schools | (3) |
| EDU 410* | Student Teaching | (12) |
| EDU 450 | Measurement and Evaluation | (3) |
| Basic Physical Education Requirements | | 4 |
| Elective | | 1 |
| Total Credits | | 124 |

# *The Division of Social Science*

**James J. Horgan, Chairperson**

The Division of Social Science provides the opportunity to assess a multiplicity of social problems, issues, and decisions from different points of view. Courses allow students to discover meaning for themselves as persons functioning with others in groups in the larger society and in the modern world.

Majors in history, international studies, political science, public administration, pre-law, psychology, social work, sociology, and criminology are offered by the Division. Also offered, in conjunction with the Division of Business Administration, is a bachelor of arts major in human resources administration and a bachelor of science major in health care administration.

Minors are available in the Division's four central disciplines: history, political science, psychology and sociology. No more than two courses required in a major may be applied to a separate minor.

The Florida Department of Education has granted program approval to students who major in history or political science and complete the required courses in education. Such students are eligible to teach in Florida and 29 other states that recognize this certification. Students who plan to teach in the secondary schools should complete the professional courses in education prescribed by the Division of Education in addition to all the courses required in their major. That program currently consists of 42 hours in the following courses: EDU 110, 112, 210, 221, 321, 323, 336, 410, 450 and 489. SPH 221 is also required. In order to be recommended as having completed the state-approved teacher education program a student must complete all required professional courses with a grade of "C" or higher.

The social work program is fully accredited by the Council on Social Work Education. Graduates receive the B.S.W. degree.

**Professional Associations**

The Division of Social Science is affiliated with the following associations:

Academy of Certified Social Workers
American Political Science Association
American Psychological Association
American Society of Criminology
Center for the Study of the Presidency
Council on Social Work Education
Florida College Teachers of History
Florida Criminal Justice Educators and Trainers Association
Florida Historical Society
Florida Political Science Association
Law School Admission Council/Law School Admission Services
Saint Leo College Institute for Policy Studies
Southeastern Psychological Association

## *Criminology*

A 45 hour major in criminology is designed to prepare students for careers in law enforcement, judicial administration, private security, parole and probation, and corrections as well as graduate study in criminology or criminal justice.

SOC 425 is a supervised field placement giving students an opportunity to work in local criminal justice-related agencies. To participate in this program students must have senior standing in criminology, all major requirements completed, a 2.00 GPA or higher and approval of both the Criminology Field Placement Committee and the hosting agency.

The following electives are recommended as relevant to criminology majors: COM 201: MGT 321, 331: POL 326, 327: PSY 327: SWK 121: SOC 425.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Major Requirements | | 45 |
| SOC 121 | Introduction to Sociology * | (3) |
| SOC 222 | Social Problems ** | (3) |
| SOC 322 | Race and Ethnicity in American Culture | (3) |
| SOC 324 | Marriage and Family *or* | |
| SOC 424 | Family Analysis | (3) |
| SOC 326 | Criminology | (3) |
| SOC 336 | American Criminal Justice System | (3) |
| SOC 421 | Juvenile Delinquency | (3) |
| SOC 430 | Penology | (3) |
| SWK 319 | Human Behavior in Stress and Crisis | (3) |
| POL 123 | The Law and Society | (3) |
| POL 224 | American State and Local Government | (3) |
| POL 325 | Public Administration | (3) |
| PSC 321 | Criminal Law I | (3) |
| PSY 121 | Introduction to Psychology *or* | |
| PSY 122 | Psychology of Adjustment | (3) |
| One other upper-division (300-400 level) course in sociology, social work or police science | | (3) |
| Physical Education Requirements | | 4 |
| Electives | | 30 |
| | Total Credits | 124 |

* May be applied to Basic Studies I
** May be applied to Basic Studies II

## *Geography*

No major in geography is offered. The courses are designed especially for prospective elementary and secondary school teachers, as well as for students desiring a general background in the subject.

## *Health Care Administration*

(See Division of Business Administration for major requirements.)

## *History*

A 36-hour major in history is designed as preparation for graduate study in history, for teaching in secondary schools, as part of a pre-law program, for library or museum careers or as part of a general liberal education.

The Florida Department of Education has granted program approval to students who major in history and also complete 42 hours of required courses in education. SPH 221 is also required. Students are to contact the chairperson of the Division of Education for more detailed information and assignment to an education advisor, who works in concert with the student's history advisor.

Prospective teachers are also encouraged to qualify for certification in social studies so as to provide themselves with a stronger qualification for a teaching position. In addition to completing the 36 hours in history and the 45 hours in education and speech, students need to take 18 additional hours: six hours in political science, including POL 223: three hours in economics: six hours in geography: and three hours in sociology.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Major Requirements | | 36 |
| HTY 121 | United States History to 1865 * | (3) |
| HTY 122 | United States History Since 1865 | (3) |
| HTY 123 | Western Civilization to 1500 ** | (3) |
| HTY 124 | Western Civilization Since 1500 | (3) |
| HTY 329 | Readings in History | (3) |
| HTY 427 | History of Ideas | (3) |
| HTY 499 | Senior Seminar in History | (3) |

Five other upper-division (300-400 level) courses in history (15)
Physical Education Requirements ..... 4
Electives ..... 39
Total Credits 124

* May be applied to Basic Studies I
** May be applied to Basic Studies II

## *Human Resources Administration*

The human resources administration major is designed for those who wish to pursue a career in personnel management or related human services careers.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Major Requirements | | 48 |
| ECO 201 | Principles of Macroeconomics | (3) |
| ECO 202 | Principles of Microeconomics | (3) |
| GBA 325 | Business Statistics I | (3) |
| HRA 498 | Seminar in Decision Making | (3) |
| HRA 499 | Seminar in Human Resources Administration | |
| MGT 301 | Principles of Management | (3) |
| MGT 331 | Management of Human Resources | (3) |
| MGT 412 | Organizational Behavior and Development | (3) |
| MGT 441 | Labor Relations | (3) |
| PSY 228 | Social Psychology * | (3) |
| PSY 319 | Human Behavior in Stress and Crisis | (3) |
| PSY 428 | Counseling Principles and Practices | (3) |
| SOC 222 | Social Problems *or* | |
| POL 123 | Law and Society ** | (3) |
| SOC 320 | Methods of Social Research | (3) |
| Two other 300-400 level courses selected from ACC, COM, ECO, FIN, GBA, MGT, MKT, POL 325, PSY, SOC and SWK | | |
| Physical Education Requirements | | 4 |
| Electives | | 27 |
| Recommended electives include ACC 221 Financial Accounting (which may fulfill 300-level required course in this major only), FIN 325 Principles of Finance, MGT 321 Communications for Management, and MKT 301 Principles of Marketing. | | |
| | | Total Credits 124 |

* May be applied to Basic Studies I or Basic Studies II
** May be applied to Basic Studies II

## *International Studies*

A 36-hour major in international studies is designed to provide a foundation for graduate study in various international fields, as preparation for an international business, diplomatic, or military career, or as part of a general liberal education.

Students are strongly encouraged to complete at least two semesters of a foreign language and consider the option to study overseas for a semester or full year.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Major Requirements | | 36 |
| HTY 124 | Western Civilization II * | (3) |
| HTY 325 | Modern Russia | (3) |
| HTY 425 | United States Diplomatic History | (3) |
| HTY 499 | Senior Seminar in History | (3) |
| POL 323 | Comparative Politics | (3) |
| POL 423 | International Relations | (3) |
| POL 424 | International Political Economy | (3) |
| Five courses from the following: | | (15) |
| HTY 225 | Far Eastern Civilization ** | |
| HTY 227 | Latin America and the Caribbean ** | |
| HTY 233 | The Modern Middle East ** | |
| HTY 300 | Palestine and Israel | |
| HTY 330 | War and Peace | |
| HTY 337 | Legacies of the British Empire | |
| HTY 422 | Europe in the Twentieth Century | |
| HUM 300 | International Studies Seminar in Humanities | |
| POL 324 | Politics of Developing Nations | |
| POL 421 | Political Geography | |
| SOC 327 | Cultural Anthropology | |
| REL 223 | Religions of the World I: Western Religions *or* | |
| REL 224 | Religions of the World II: Eastern Religions | |
| Physical Education Requirements | | 4 |
| Electives | | 39 |
| | | Total Credits 124 |

* May be applied to Basic Studies I
** May be applied to Basic Studies II

## Political Science

A 36-hour major in political science is designed as preparation for graduate or legal study, for teaching in secondary schools, for a career in politics or public service, or as part of a general liberal education.

The Florida Department of Education has granted program approval to students who major in political science and also complete 42 hours of required courses in education. SPH 221 is also required. Students are to contact the chairperson of the Division of Education for more detailed information and assignment to an education advisor, who works in concert with the student's political science advisor.

Prospective teachers are also encouraged to qualify for certification in social studies so as to provide themselves with stronger qualification for a teaching position. In addition to completing the 36 hours in political science and the 45 hours in education, and speech, students need to take 24 additional hours: HTY 121, HTY 122, and six other hours in non-U. S. History, three hours in economics, six hours in geography and three hours in sociology.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Major Requirements | | 36 |
| POL 121 | Introduction to Politics ** | (3) |
| POL 223 | American Federal Government | (3) |
| POL 224 | American State and Local Government | (3) |
| POL 311 | Political Theory I | (3) |
| POL 312 | Political Theory II | (3) |
| POL 323 | Comparative Politics | (3) |
| POL 499 | Senior Seminar in Political Science | (3) |
| Five other upper-division (300-400 level) courses in political science | | (15) |
| Physical Education Requirements | | 4 |
| Electives | | 39 |
| | | Total Credits 124 |

** May be applied to Basic Studies II

## Public Administration

A 36-hour major in public administration is designed as preparation for graduate study in public administration or for a career in public service.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Major Requirements | | 36 |
| POL 121 | Introduction to Politics ** | (3) |
| POL 223 | American Federal Government | (3) |
| POL 224 | American State and Local Government | (3) |
| POL 325 | Public Administration | (3) |
| POL 499 | Senior Seminar in Political Science | (3) |
| ACC 221 | Financial Accounting | (3) |
| ECO 201 | Principles of Macroeconomics | (3) |
| PSY 223 | Statistics for the Social Sciences | (3) |
| MGT 301 | Principles of Management | (3) |
| Three courses from the following: | | (9) |
| ACC 326 | Managerial Accounting | |
| ECO 423 | Public Finance and Taxation | |
| FIN 325 | Principles of Finance | |
| MGT 412 | Organizational Behavior and Development | |
| POL 320 | Methods of Social Research | |
| POL 326 | United States Constitutional Law I | |
| POL 327 | United States Constitutional Law II | |
| POL 329 | Readings in Political Science | |
| POL 400 | Special Topics | |
| POL 422 | Congress, the Presidency and the Party System | |
| PSY 319 | Human Behavior in Stress and Crisis | |
| PSY 427 | Personality Theory | |
| SOC 322 | Race and Ethnicity in American Culture | |
| SOC 323 | Sociological Theory | |
| SOC 331 | Social Change | |
| SOC 335 | Women in American Society | |
| SOC 336 | American Criminal Justice System | |
| SWK 423 | Social Welfare Policy I | |
| SWK 424 | Social Welfare Policy II | |
| Physical Education Requirements | | 4 |
| Electives | | 39 |
| | | Total Credits 124 |

** May be applied to Basic Studies II

## Pre-Law

A 45-hour major in pre-law is designed for students who plan to enter law school.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Major Requirements | | 45 |
| HTY 121 | United States History to 1865 * | (3) |
| HTY 122 | United States History Since 1865 ** | (3) |
| SPH 221 | Fundamentals of Speech | (3) |
| ECO 201 | Principles of Macroeconomics | (3) |
| ECO 202 | Principles of Microeconomics | (3) |
| PHI 223 | Logic ** | (3) |
| POL 121 | Introduction to Politics | (3) |
| POL 123 | The Law and Society | (3) |
| POL 223 | American Federal Government | (3) |
| POL 224 | American State and Local Government | (3) |
| POL 326 | United States Constitutional Law I *or* | |
| POL 327 | United States Constitutional Law II | (3) |
| POL 425 | Pre-Law Seminar | (3) |
| Three other upper-division (300-400 level) courses in history or political science | | (9) |
| Physical Education Requirements | | 4 |
| Electives | | 30 |
| | | Total Credits 124 |

* May be applied to Basic Studies I
** May be applied to Basic Studies II

## Psychology

A 36- or 37-hour major in psychology is designed as preparation for entry-level positions in mental health and human services settings, as well as for psychology-oriented positions in personnel or sales, for graduate study in psychology and related fields, or as part of a liberal education.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Major Requirements | | 36-37 |
| PSY 121 | Introduction to Psychology * | (3) |
| PSY 223 | Statistics for the Social Sciences | (3) |
| PSY 228 | Social Psychology ** | (3) |
| PSY 324 | Experimental Psychology | (3 or 4) |
| PSY 327 | Abnormal Psychology | (3) |
| PSY 422 | Psychology of Learning *or* | |
| PSY 432 | Psychology of Motivation | (3) |
| PSY 499 | Senior Seminar in Psychology | (3) |
| Five other upper-division (300-400 level) courses in psychology | | (15) |
| Physical Education Requirements | | 4 |
| Electives | | 38-39 |
| | | Total Credits 124 |

* May be applied to Basic Studies I
** May be applied to Basic Studies II

## Social Work

The Social Work Program is fully accredited by the Council on Social Work Education.

The 60-hour major in social work is designed to prepare students for direct employment in the field of social work or in one of the helping professions, or as preparation for graduate study in social work or related areas. The curriculum emphasizes content in each of four areas: social welfare policy, human behavior and social environment, research and practice methodology, and field instruction. Admission to the Social Work Program and to SWK 425 (Field Placement in Social Work) must be by special application. To be eligible for SWK 425 a student must earn a minimum grade of "C" in SWK 331, 332, 333, 334 and 335. In addition, a student must demonstrate dependability, good character and acceptable academic standing. Students denied admission to field placement must select another major. The Social Work Program is available only on the main campus.

Religious studies is a minor highly compatible with a social work major, as are such minors as computer information systems, sociology, or psychology for students with career plans relevant to those fields.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I | | 30 |
| Basic Studies II | | 15 |
| Major Requirements | | 60 |
| SOC 121 | Introduction to Sociology * | (3) |
| SOC 222 | Social Problems ** | (3) |
| SOC 223 | Statistics for the Social Sciences | (3) |
| SOC 320 | Methods of Social Research | (3) |
| BIO 121 | Introduction to Biology * | (3) |
| SWK 121 | Introduction to Social Work | (3) |

| | | |
|---|---|---|
| SWK 318 | The Life Cycle | (3) |
| SWK 319 | Human Behavior in Stress and Crisis | (3) |
| SWK 331 | Interventive Skills | (3) |
| SWK 332 | Pre-Internship | (3) |
| SWK 333 | Methods of Social Work Practice I | (3) |
| SWK 334 | Methods of Social Work Practice II | (3) |
| SWK 335 | Community Organization | (3) |
| SWK 423 | Social Welfare Policy I | (3) |
| SWK 424 | Social Welfare Policy II | (3) |
| SWK 425 | Field Placement in Social Work | (15) |

Physical Education Requirements ..... 4
Electives ..... 15
Total Credits 124

* May be applied to Basic Studies I
** May be applied to Basic Studies II

**Requirements for Admission to Social Work Program.** Students are responsible for contacting a member of the social work faculty regarding admission to the Social Work Program. The program is available only on the main campus.

Requirements for admission include:

1. Completion of 45 semester hours, including 12 hours that must have been earned at Saint Leo College.
2. Completion of SWK 121 Introduction to Social Work with at least a grade of "C."
3. Completion of the application form for admission to the social work concentration.
4. Successful completion of an interview with the social work faculty.

## Sociology

The 36-hour major in sociology is designed as preparation for graduate study, for careers that involve working with people, or as part of a liberal education.

| Program Components | | Semester Hours |
|---|---|---|
| Basic Studies I ..... | | 30 |
| Basic Studies II ..... | | 15 |
| Major Requirements ..... | | 36 |
| SOC 121 | Introduction to Sociology * | (3) |
| SOC 222 | Social Problems ** | (3) |
| SOC 223 | Statistics for the Social Sciences | (3) |
| SOC 320 | Methods of Social Research | (3) |
| SOC 322 | Race and Ethnicity in American Culture | (3) |
| SOC 323 | Sociological Theory | (3) |
| SOC 324 | Marriage and the Family *or* | |
| SOC 424 | Family Analysis | (3) |
| SOC 327 | Cultural Anthropology | (3) |
| Four other upper-division (300-400 level) courses in sociology | | (12) |
| Physical Education Requirements ..... | | 4 |
| Electives ..... | | 39 |
| | Total Credits | 124 |

* May be applied to Basic Studies I
** May be applied to Basic Studies II

## Minors

### History

| | | |
|---|---|---|
| HTY 121 | United States History to 1865 *or* | 3 |
| HTY 122 | United States History Since 1865 | 3 |
| HTY 123 | Western Civilization to 1500 *or* | 3 |
| HTY 124 | Western Civilization Since 1500 | 3 |
| Four other electives in history, at least two of which must be upper-division (300-400 level) | | 12 |
| | Total | 18 |

### Political Science

| | | |
|---|---|---|
| POL 121 | Introduction to Politics | 3 |
| POL 223 | American Federal Government | 3 |
| POL 323 | Comparative Politics | 3 |
| Three additional electives in political science, at least two of which must be upper-level | | 9 |
| | Total | 18 |

### Psychology

| | | |
|---|---|---|
| PSY 121 | Introduction to Psychology | 3 |
| Five additional electives in psychology, at least three of which must be from the following list: | | 15 |
| PSY 223 | Statistics for the Social Sciences | 3 |
| PSY 228 | Social Psychology | 3 |
| PSY 322 | Physiological Psychology | 3 |
| PSY 324 | Experimental Psychology | 3 |
| PSY 327 | Abnormal Psychology | 3 |
| PSY 331 | Interviewing and Counseling Skills | 3 |
| PSY 335 | Psychology of Women | 3 |
| PSY 422 | Psychology of Learning | 3 |
| PSY 427 | Personality Theory | 3 |
| PSY 428 | Counseling Principles and Practices | 3 |

| | | |
|---|---|---|
| PSY 431 | Psychopathology of Children and Adolescents | 3 |
| PSY 432 | Psychology of Motivation | 3 |
| PSY 433 | Sensation and Perception | 3 |
| | Total | 18 |

### *Sociology*

| | | |
|---|---|---|
| SOC 121 | Introduction to Sociology | 3 |
| SOC 222 | Social Problems | 3 |
| | Four additional electives in sociology, at least three of which must be upper-level | 12 |
| | Total | 18 |

# *The Educational Services Program*

## David J. Koval, Dean

The primary mission of the Office of Educational Services is to make the academic programs of the College accessible to the adult student and distant learner. In order to achieve this mission three categories of educational programs are offered:

**Category A.** College Credit courses including degree completion opportunities for adults. Degree programs are available in Weekend and Evening College.

**Category B.** Non-credit educational programs yielding certificates or continuing education units. Examples of these non-credit activities are workshops, institutes and seminars tailored to satisfy student educational needs.

**Category C.** Speakers programs and consulting services. Examples of Category C activity are events for the continuing education needs of clergy and religious leaders.

## *Category A: College Credit Courses and Degree Completion Programs*

### *Evening College*

Evening College is an undergraduate external-degree program conducted in the evening hours or in a weekend conference format which permits working adult students to pursue their studies while continuing a career. A distinctive characteristic of the program is its presence in multiple locations throughout Florida.

Currently, Evening College clusters are located in the following counties and towns: Citrus County (Inverness, Lecanto), Hillsborough County (downtown Tampa, Town and Country), Lake County (Leesburg), Lee County (Fort Myers), Manatee County (Bradenton), Orange County (Orlando), Pasco County (New Port Richey, Saint Leo), Pinellas County (Largo, Clearwater, St. Petersburg), Sarasota County (Sarasota), Seminole County (Sanford), and Volusia County (Daytona Beach, Deland).

There are three terms a year in the Evening College: fall, spring and summer. A term is ordinarily 14 weeks in length and classes are usually only one day a week for a three-hour period. An additional feature of Evening College is its ability to provide term dates and class schedules to meet the time demands of a student cluster. Weekend conferences are used to supplement the Evening College schedule based on students needs in a particular locale.

### *Weekend College*

The Weekend College is organized in a time-intensive arrangement in which classes meet every other weekend throughout the term. As a consequence of this type of scheduling, students are self-directed and must be able to complete the out-of-class assignments that are a vital part of the program.

There are three terms a year: fall, spring and summer. Classes meet in three-hour sessions. A student may attend class on Saturday, Sunday, or both days, depending on the hours undertaken.

### *Special Programs: Telecommunications*

Educational Services assists adult working students by providing a variety of special programs designed to meet specific needs. Telecommunications courses utilizing the Annenberg/PBC materials are available through the Educational Services Office.

**Religious Studies.** The bachelor's degree in religious studies is available as an external degree program.

In addition, the Office of Educational Services works collaboratively with diocesan offices throughout Florida in support of the continuing education needs of clergy, religious and laity.

Credit and non-credit programs are available in permanent diaconate formation, youth ministry and lay leadership. Teacher recertification courses and in-service workshops are designed to assist faculty in Catholic elementary and secondary schools.

**Teacher Recertification Program.** Teacher recertification courses are made accessible to the elementary and secondary teachers of Florida through the Educational Services Office in coordination with the College's Division of Education. Each year a needs survey is directed to the school districts of Florida. Based on the results of the survey, appropriate courses are scheduled in the school districts at a time and place convenient to the teachers. Teacher recertification courses are usually conducted as workshops and meet eight hours daily for one week. This program can be requested by a school or school district at any time. Call Educational Services, 1-800-367-2604, for additional information.

## Category B: Non-Credit Programs

Educational Services manages the repertoire of non-credit programs for both professional and personal enrichment purposes. These programs take the form of seminars, short courses, workshops, conferences and institutes. Most programs are eligible for Continuing Education Units (CEU's), an important record of achievement maintained for participants by the College. Non-credit continuing education programs are designed for particular audiences and are based on expressed needs and interests. Non-credit programming can be flexible and creative responses to these needs. While the CEU credit permits participants to build a cumulative record of their successful completion of continuing education activity, it may never be converted to semester hour credit by the College. The criteria for the awarding of CEU credit follows the criteria established by the Council on the Continuing Education Unit.

Interested parties are encouraged to contact the Educational Services Office for further information regarding these non-credit programs. Call (904) 588-8237 or in Florida toll free 1-800-367-2604. Write Post Office Box 2248, Saint Leo, Florida 33574.

## Category C: Speakers Programs and Consulting Services

Educational Services is prepared to work with individual clients by providing speakers of consultants in a wide variety of areas. A College Speakers Bureau catalog is available upon request. In addition, subject experts from within the College and from the College's external resources can be provided for individual clients. Contact the Dean of Educational Services at the toll free number for more detailed information.

## Admission to a Degree Program

Educational Services provides degree completion programs in the following areas:

1. Associate of Arts.
2. Bachelor of Arts in management, psychology, criminology and religious studies.
3. Bachelor of Science in health care administration.

Degree seeking students are required to:

1. Submit an admission application.
2. Provide official transcripts from every college or university attended.
3. Provide official documents (transcripts) to support the granting of college credit from such sources as: CLEP, DANTES, GED college level examinations, USAFI examinations or advance placement examinations.
4. College credit is available to registered nurses upon presentation of a nursing license and nursing school transcript: members of the armed services upon presentation of proof of service: and to police officers who have completed course work in the FBI National Academy, police institute and certified polygraph schools. Verification of course work is obligatory in order to obtain credit. Non-traditional sources of credit have specific limits.
5. A non-refundable admission/evaluation fee of $25 must accompany the application.

Once the College receives a completed application packet, including the official documents supporting the award of credit, a comprehensive program outline will be developed for each student on an individual basis.

This program outline will detail exactly what transfer credit has been awarded and where it has been applied to the students course of study. The program outline also details the courses still needed to complete the degree.

## Residence Requirements

All credits earned in the Evening College and the Weekend College and special programs are considered as resident credits.

1. A minimum of 15 semester hours of course work with Saint Leo College is required for the associate of arts degree.
2. A minimum of 30 semester hours of course work at Saint Leo College is required for the bachelor of arts degree.

## Transfer of Credits

The transfer-of-credit policy as published in the catalog for on-campus students is applicable to the Educational Services program.

## Requirement for Degrees

The academic requirements for degree completion in the Educational Services programs are the same requirements as those for the on-campus degree program as published in the catalog. The physical education requirement is waived.

## Honors

Bachelor's degree graduates in the Educational Services program may earn honors designations as published for on-campus students provided they have completed a minimum of 45 hours of course work with Saint Leo College.

A special designation "With Honors" has been reserved for those bachelor's degree graduates who have completed a minimum of 30 semester hours of course work with Saint Leo College and who have a grade point average of 3.50 or higher.

## Tuition and Fees

Evening College .... $58 per semester hour
Weekend College .. $75 per semester hour
Admission/Evaluation Fee ..... $25 (one time)
Graduation Fee ..... $60
Non-Credit ..... Individual program literature provides non-credit tuition rate

## Transcript Requests

The procedure for requesting transcripts is explained in the Academic Regulations section of this catalog.

## Registration, Drop/Add

Students may register by mail, telephone, or office visit. Detailed information pertaining to specific courses and locations is published each semester in the course schedule.

The drop/add period is generally the first week of class. For additional information write or call:

Educational Services Office
Saint Leo College
Post Office Drawer 2248
Saint Leo, Florida 33574-2248
Telephone: (904) 588-8236
Or
Toll Free in Florida: 1-800-367-2604

## Financial Aid for Students Enrolled in the Educational Services Programs

### Weekend College and Evening Courses

Saint Leo College participates in state and federal student financial aid programs. Financial aid is awarded regardless of sex, race, age, national origin, religious affiliations, handicap, or marital or parental status. Federal programs require that the recipients be United States citizens or permanent residents of the United States.

Financial Aid is allocated on the basis of need, good moral character and academic promise. Financial "need" is the difference between the amount of money a student and family can provide for an education and the cost of an education. Financial need is relative to college costs and family financial strength. A student who needs aid at one college may not need aid at another.

Financial need is determined by College Scholarship Service on the basis of the financial information provided on the Financial Aid Form (FAF) which must be submitted to the office indicated on the form. These forms are available in high school guidance offices and college financial aid offices or from the Saint Leo College Financial Aid Office.

Since financial conditions vary from year to year, a new application must be submitted for each academic year. Financial aid awards are not transferable. Students should apply for aid as early as possible as the process may sometimes take weeks or even months.

For further information and application forms please contact:

Office of Financial Aid and Veterans Affairs
P.O. Box 2228
Saint Leo, FL 33574-2228
Phone: (904)588-8287

## Aid Programs

**Florida Grant (FSAG) and Florida Tuition Voucher (FTV).** These grants are available to full-time students who have been bona fide residents for at least two years.

The FSAG is based on need. Applicants must file the FAF by April 10 preceding Fall entrance.

The FTV is not based on need. Apply to the College Financial Aid Office by October 1 for the Fall Semester or by February 1 for the Spring Semester.

**Vocational Rehabilitation.** Each state has a program for the handicapped persons and blind persons.

**Veterans Benefits.** Saint Leo College is approved for veterans training. The Veterans Administration has established rules and regulations for students eligible to receive VA educational benefits (active duty military, retired or separated, dependents and selected reservists). These rules and regulations pertain to enrollment status. Students eligible to receive VA educational benefits have the responsibility of being aware of and complying with these rules and regulations.

**Guaranteed Student Loans (GSL).** Student loans are available from lending institutions (banks, credit unions) or state agencies for students who qualify. Prior to applying for a GSL a student must file the Financial Aid Form to show need and establish eligibility for a Pell grant or a state grant. Recommended time to start the GSL application process is three months prior to entrance.

**Parents Loans for Undergraduate Students (PLUS) and Supplemental Loans for Students (SLS).** These loans may be obtained by students and parents for undergraduate students who do not demonstrate a sufficient need for the GSL.

## *Refund of Financial Aid*

In the event a student receiving financial aid shall withdraw or not return for the following enrollment period and a refund is due under the College's refund policy, the refund will be distributed among various aid sources in accordance with federal regulations.

## *Standards of Satisfactory Progress Governing Student Financial Aid*

In order to receive and retain financial aid, students must maintain satisfactory progress as defined by College policies, state aid agency regulations, guarantee agencies, VA regulations, or federal regulations, depending on sources of funds.

ACADEMIC YEAR means two semesters on campus (Fall and Spring Semesters). For financial aid purposes, the Summer Session may be considered as a remedial session for certain aid programs but not for state aid.

In order to qualify for financial aid, all students who enroll full time (12 hours minimum) must earn a minimum of nine new hours any semester and must earn a minimum of 24 new hours every academic year. "Repeats" are not included.

All students must maintain a minimum cumulative GPA of 2.00. Exception will be made for students enrolled for the very first time in college who may retain their eligibility for federal aid if they maintain a minimum of 1.70 semester or cumulative GPA during their first year of enrollment.

**State Aid.** All state recipients must earn 12 hours minimum each semester they are receiving the aid and maintain a semester and cumulative GPA of 2.00 minimum.

**Guaranteed Student Loan.** Various lending agencies have various standards of progress. In some cases, an agency will require a student to progress one class (from freshman to sophomore, for example) before approving a subsequent loan.

A student earning 30 or more semester hours per academic year and maintaining at least a 2.00 GPA should be able to meet the standards of all agencies.

## *The Right to Appeal Loss of Aid*

Whenever a student fails to make satisfactory progress, financial aid will be withheld for the following semester. Financial aid may be reinstated during that semester on one of the following conditions:

1. Provided a student who has had extraordinary medical problems appeals to the Financial Aid committee in writing, submitting documentary evidence, such as a copy of the hospital bill or letter from the physician, certifying that the student was unable to attend classes. Such appeal must be mailed to the Financial Aid Committee, P.O. Box 2228, Saint Leo, FL 33574-2228, within two weeks of having received notification of cancellation.
2. Provided during the semester for which awards were cancelled and prior to the end of that semester, a student raises

academic standing to meet the standards of progress, as defined herein, through the completion of an incomplete grade or change of grade. In such cases, it is the responsibility of the student to inform the Financial Aid Office that the grade has been changed and appeal for reinstatement of aid.

## *Aid for Part-Time Students*

Degree-seeking part-time students (minimum 6 semester hours) are eligible to apply for a Guaranteed Student Loan (GSL) and to apply for the Pell grant. To maintain their eligibility, they must successfully complete all credit hours for which funds are disbursed in any term and maintain a cumulative grade point average of 2.00 minimum.

## *College Level Academic Skills Test (CLAST)*

Students who receive financial aid from the state of Florida and students wishing to transfer to a Florida state university must, by law, take the CLAST prior to the beginning of their junior year. Failure to take the CLAST by the time a student earns 60 credit hours will result in loss of aid for that student until the CLAST is taken.

Failure on one (or several) of the CLAST subtests does not result in loss of aid provided the student enrolls for the courses designed by the College as remedial courses for these particular subjects during the term for which state aid is desired. CLAST tests are given three times a year. To apply for the CLAST please contact the Institutional CLAST Administrator, P.O. Drawer S, Saint Leo, FL 33574-4012. Applications are also available from the College Financial Aid Office.

# The Military Education Program

**Stuart I. Carrier, Dean**

## *Program Mission*

Saint Leo College's mission historically has included an interest in extending education to individuals who may not have opportunities to pursue degree programs in residence on a campus. As an integral part of this tradition, the College has recognized and supported the role of higher education within the American military community since the establishment of the Saint Leo College Military Education Program in 1974. The mission of the program is to provide opportunities to earn associate and baccalaureate degrees to adults working within and near selected military installations in the southeastern United States. Since adult students in a military setting must coordinate academic pursuits with job commitments and family responsibilities, the College emphasizes the provision of comprehensive academic and administrative support services for students. The program maintains an orientation toward classroom delivery of courses and personal service to students. Support services and program characteristics include:

1. Professionally staffed resident centers;
2. Emphasis on complete degree programs;
3. Individualized, goal-directed educational counseling;
4. Clear and concise degree program outlines;
5. Flexible and reliable scheduling;
6. Small classes; and
7. Acceptance of validated non-traditional and traditional transfer credit.

## *Servicemembers Opportunity College*

As a member of the institutional network of Servicemembers Opportunity Colleges (SOC), Saint Leo College participates in the SOCAD (Army) network, the SOCNAV (Navy) network, and the BDFS (Bachelors Degree for Soldiers) network. The College supports the SOC statement of principles and criteria as a framework for policies that are fair, equitable, and effective in recognizing the special and often limiting conditions faced by military students. SOC agreements may be requested by active duty members and military dependents at resident centers or through the campus MEP office.

## *Admission and Matriculation Requirements*

General admission criteria as stated for on-campus students apply to the Military Education Program with the exception that the College does not require CEEB, SAT, or ACT scores for MEP applicants. Enrollment at specific resident centers may be limited by military, Veterans Administration, or state approving agency regulations. Subject to local restrictions, individuals who may enroll in the College through MEP include: active and retired military personnel; veterans separated from service; military dependents; civilian employees of the military installation; and other civilians residing in the locale.

The College will not admit to the MEP applicants who are foreign nationals seeking student visas.

## *Admission Procedure*

Individuals interested in applying for degree-seeking status should inquire at the local Saint Leo College resident center office. A qualified applicant is considered to be matriculated (classified as degree-seeking) when the completed application form and admission/evaluation fee payment are submitted to the resident center. The following materials are required to complete the admissions process:

1. Completed application form;
2. Application Fee (non-refundable);
3. Documentation of high school or GED completion. For transfer students this may be documented by the transcript of the previously attended college;
4. Official transcripts from all previously attended colleges/universities;
5. Documentation for evaluation of non-traditional transfer credit (include military training on a validated DD Form 295);
6. Other relevant documentation as needed (veterans/retirees should include a DD Form 214).

Saint Leo College students matriculated through campus programs rather than MEP should contact the Office of the Vice President for Academic Affairs prior to enrolling in courses at an MEP resident center. Stu-

*Continued on page 84*

## Locations and Programs of Study

| Programs* / Locations | AA | ACC | BUS | CRI | HRA | MGT | PSY | REL | SOC | TEC | COM |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Virginia** | | | | | | | | | | | |
| Tidewater Center | | | | | | | | | | | |
| Fort Eustis | X | X | X | X | X | X | X | | X | X | X |
| Langley AFB | X | X | X | X | X | X | X | | X | X | X |
| Naval Amphibious Base | X | X | X | X | X | X | X | X | X | X | X |
| Fort Lee | X | X | X | X | X | X | X | | X | X | X |
| **North Carolina** | | | | | | | | | | | |
| Seymour Johnson AFB | X | | | | X | X | | | | | |
| **South Carolina** | | | | | | | | | | | |
| Shaw AFB | X | | | X | X | | | | | | X |
| Myrtle Beach AFB | X | | | | X | | | | | | X |
| **Georgia** | | | | | | | | | | | |
| Fort McPherson | X | X | X | X | X | X | X | | X | X | X |
| Hunter Army Air Field | X | | | X | X | X | | | X | | |
| Fort Stewart | X | | | X | X | X | | | | | |
| **Florida** | | | | | | | | | | | |
| Hurlburt Field/ Eglin AFB | X | | | | X | X | | | | | X |
| MacDill AFB | X | X | X | X | X | X | X | | X | X | X |
| Homestead AFB | X | X | X | X | X | X | X | | X | X | X |
| Key West NAS | | X | X | | X | | X | | | | X |

Classes are also scheduled at classroom locations near several of these military installations.

* Programs:

AA: Associate of Arts Degree in Liberal Arts
ACC: BA Degree with major in Accounting
BUS: BA Degree with major in Business Administration
CRI: BA Degree with major in Criminology
HRA: BA Degree with major in Human Resources Administration
MGT: BA Degree with major in Management
PSY: BA Degree with major in Psychology
REL: BA Degree with major in Religious Studies
SOC: BA Degree with major in Sociology
TEC: BA Degree with major in Technology Management
COM: Minor in Computer Information Systems (can be selected in combination with any major)

## *Program Addresses and Telephone Numbers*

### Virginia

Saint Leo College Center
P.O. Box 5220
Ft. Lee, VA 23801
Phone: (804)861-9634/734-2255

Saint Leo College Center
P.O. Box 4326
Ft. Eustis, VA 23604
Phone: (804)887-1166/0655

Saint Leo College Center
Base Education Center
P.O. Box 629
Langley AFB, VA 23665
Phone: (804)766-1814/1812

Saint Leo College Center
Naval Amphibious Base
Norfolk, VA 23521
Phone: (804)464-6449/0242/5316

Saint Leo College
Virginia Area Registrar's Office
P.O. Box 629
Langley AFB, VA 23665
Phone: (804) 766-1297

### North Carolina

Saint Leo College Center
4th CSG/DPE
Seymour Johnson AFB, NC 27531
Phone: (919) 735-4829

### South Carolina

Saint Leo College Center
Education Office Center
345th CSG/DPE
Myrtle Beach AFB, SC 29579
Phone: (803) 238-2332

Saint Leo College Center
363 CSG/DPE
Shaw AFB, SC 29152
Phone: (803)666-3221

### Georgia

Saint Leo College Center
Building 179
Ft. McPherson, GA 30330
Phone: (404)755-5898/2420

Saint Leo College Center
Army Education Center
P.O. Box 3430
Ft. Stewart, GA 31314
Phone: (912)876-0646

Saint Leo College Center
Army Education Center
P.O. Box 3430
Ft. Stewart, GA 31314
Phone: (912) 876-0646

Saint Leo College Center
Army Education Center
Hunter AAF, GA 31409
Phone: (912)352-3417

### Florida

Saint Leo College Center
P.O. Box 9036
Hurlburt Field, FL 32544
Phone: (904)581-3755
Eglin: 678-5471

Saint Leo College Center
31st CSG/DPE
Homestead AFB, FL 33039
Phone: (305)257-4388

Saint Leo College Center
P.O. Box 6063
MacDill AFB, FL 33608
Phone: (813)830-4305

Saint Leo College Center
C/O Ed. Services Office
Naval Air Station
Key West, FL 33040
Phone: (305) 292-2847

### Campus

Saint Leo College
Military Education Program
P.O. Drawer 2277
Saint Leo, FL 33574
Phone: (904) 588-8206

dents who have matriculated through the Saint Leo College Educational Services Program should notify the MEP resident center of previous attendance in order to facilitate transfer of records.

## Non-Degree Seeking Status

Individuals who wish to take courses without pursuing a Saint Leo College degree may enroll at the resident center in non-degree-seeking status. Transient students taking Saint Leo College courses to fulfill degree requirements at other institutions may be required to produce written authorization to enroll if veterans benefits or other funding support is involved.

## Tuition and Fees

Tuition (per semester hour) ..... $58
Admission/Evaluation Fee (non-refundable)
(includes Formal Evaluation and Program Outline) ..... $25
Program Outline Fee (for each additional outline) ..... $10
Graduation Fee (A.A. and B.A.) ..... $25
Computer Lab Fee (designated courses) ..... $15

**Note:** Students electing to graduate on campus must pay the campus graduation fee in lieu of the MEP fee.

## Financial Aid

Several forms of financial aid are available to students in the Military Education Program. Financial aid procedures and regulations, as they apply within MEP, are described later in this catalog.

## Transfer Credit Policies

Students are classified as transfer students if they have previously registered at any other college or university, regardless of the amount of time spent in attendance or credit earned. To receive individualized information regarding the evaluation of transfer credits, students must first apply for admission and pay the application fee. See Admission Procedure in this section. Saint Leo College maintains the same transfer credit policies for campus programs, the Educational Services Program and the Military Education Program. However, the College will not provide a transcript of transfer credit until successful completion of course work at Saint Leo College.

## Traditional Transfer Credit

Saint Leo College recognizes transfer credit from regionally accredited institutions. Work in which a student has made a grade of "D" or higher will be transferred if an overall minimum grade point average of 2.00 was achieved at the institution where the credits were earned. If the student did not achieve an overall average of 2.00, only those grades of "C" or higher will be transferable.

There is one exception to the "D" grade policy described above. "D" grades earned in ENG 120, 121, and 122 or their equivalent are not transferable except in the case of associate degree holders.

## Non-Traditional Transfer Credit

Saint Leo College recognizes non-traditional transfer credit earned or validated through the methods listed below. Saint Leo College does not grant experiential credit, nor does it sponsor an experiential learning assessment system.

**A. Military Career Experience.** Credit (up to a maximum of nine semester hours) may be granted for military service based upon individual evaluations of official military records by the Registrar of the College. The following guidelines normally apply:

| Semester Hours | Type/Duration of Military Service |
|---|---|
| 4 | Enlisted Service, 1 to 2 years |
| 6 | Enlisted Service, greater than 2 years |
| 8 | Commissioned Officer Service under 0-6 |
| 9 | Commissioned Officer Service over 0-6 |

**B. Military Service Courses and Training.** Associate-level credits may be granted, based on formal evaluation by the Registrar and credit recommendations in the guides to the evaluation of military credit published by the American Council on Education (ACE). The normal limit upon this category of transfer credit is 24 semester hours. ACE recommendations for baccalaureate-level credit awards are accepted in specific instances, typically advanced officers' training.

**C. Standardized Examinations.** The College recognizes the following standardized ex-

aminations at the credit levels and passing scores recommended by the respective testing services:

1. American College Testing Program (ACT)
2. Proficiency Examination Program (PEP)
3. College Level Examination Program (CLEP) - General examinations and specific subtests
4. DANTES Subject Standardized Tests

The normal limit on standardized examination transfer credit is 40 semester hours.

## *Residence Requirements*

The College considers all credits earned at MEP resident centers to be **resident credits** that are transferable to on-campus programs and are applicable to the following residence requirements:

1. A minimum of **15 semester hours** of resident credit with Saint Leo College is required for the associate of arts degree.
2. A minimum of **30 semester hours** of resident credit with Saint Leo College is required for the bachelor of arts degree.

## *Academic Regulations*

**Academic Terms and Student Course Loads.** The Military Education Program offers five terms per year at each resident center. Terms are generally eight or nine weeks long. Because of the accelerated nature of the term, a student course load of six semester hours is classified as full-time attendance and three semester hours is half-time attendance. Students requesting overloads must initiate a written request at the resident center.

**Registrations, Drop/Add and Withdrawal Policies.** Each MEP resident center publishes a schedule specifying local course offerings and periods of registration. Students should register for selected courses at the resident center with the exception of locations offering multi-site registration. Consult the local resident center for details.

The drop/add period for changing course registrations is generally the first week of the term. Total refunds are granted for courses dropped during the first week of classes. After the drop/add period, students are financially and academically committed to courses for which they registered.

MEP students who find it necessary to withdraw from any courses *must* contact the resident center office to obtain honorable academic withdrawal with a grade of "W." Failure to properly withdraw will result in a grade of "F." Deadlines for withdrawal from MEP courses fall at the end of the sixth week of the resident center's term. Course withdrawal does not cancel any student indebtedness to the College.

Saint Leo College reserves the right to cancel the registration of any student who fails to conform to the rules and regulations prescribed in the College catalog.

**Attendance.** The standard MEP attendance policy is that a student fails automatically upon the fourth unexcused absence from class. This policy may be adjusted for varying course schedules.

**Grading**

| | | Quality Points per Semester Hour |
|---|---|---|
| A | Superior Performance | 4.0 |
| B+ | Excellent Performance | 3.5 |
| B | Very Good | 3.0 |
| C+ | Above Average | 2.5 |
| C | Average | 2.0 |
| D | Below Average | 1.0 |
| F | Failure | 0.0 |
| I | Incomplete | |
| W | Withdrawal | |
| WE | Withdrawal Excused (Due to extended temporary duty) | |
| AU | Audit | |

Incomplete grades must be completed by the conclusion of the next MEP term or they will convert to "F" grades.

Quality points are assigned only to grades earned at Saint Leo College.

**Repeated Courses.** Students may repeat any course that they wish and are encouraged to repeat all courses failed. By written request to the resident center, students may have the cumulative grade point average adjusted to reflect only the higher grade earned after two or more course attempts at the College. However, the record of each course attempt will remain on the student's official transcript.

**Grade Changes.** A grade may be changed only by the faculty member teaching the course. Changes in grade are permitted only when a computational error has been made. Students who believe that an erroneous grade has been posted must notify the faculty member and the resident center direc-

tor immediately upon receipt of the grade. No grades will be changed after they have been posted for three months.

**Grade Slips and Official Transcripts.** Within 30 days of term completion, students will receive a grade slip showing grades for courses completed that term, a term grade point average, and a cumulative grade point average. Grade slips are unofficial records.

Official transcripts (fee: $2 per copy) may be released only by written student request and may be sent only to an organizational address, such as a base education office of a college's records office. Unofficial transcripts (fee: $1 per copy) may be sent directly to students upon request.

To order transcripts, send a written request and fee payment to: Records Office, Post Office Box 2278, Saint Leo, FL 33574.

**Grade Point Average.** The grade point average (GPA) is determined by first multiplying the credit hours attempted by the quality points earned and then dividing the total quality points earned by the total hours attempted. For example:

| Course | Hours Attempted | Grade | Quality Points | Total Quality Points |
|---|---|---|---|---|
| FAS 121 | 3 | A | 4 | 12.00 (3 x 4) |
| SPA 111 | 3 | B | 3 | 9.00 (3 x 3) |
| CHE 121 | 3 | D | 1 | 3.00 (3 x 1) |
| HTY 121 | 3 | F | 0 | 0.00 (3 x 0) |
| ENG 121 | 3 | C+ | 2.5 | 7.50 (3 x 2.5) |
| | 15 | | | 31.50 |

Grade Point Average (GPA): 31.50 divided by 15 = 2.1

**Note:** No quality points are awarded for transfer credit.

The College reports grades by sending grade mailers to students' addresses within 30 days after the conclusion of each MEP term. The grade slip reports final grades for the term, the student's current GPA (for that term's course work), the cumulative GPA (for total Saint Leo College course work), and any course warnings that apply (Academic Warning, Academic Probation, and Suspension Pending — see definitions below).

**The Dean's List.** Saint Leo College publishes a Dean's List for each resident center each term. In order to qualify for the Dean's List, a student must have earned a grade point average of 3.50 or higher on a minimum of 12 semester hours taken during two consecutive MEP terms. This standard, adjusted for term differences, is identical to the campus Dean's List standard.

## *Academic Honesty*

As members of an academic community which places a high value on truth and pursuit of knowledge, Saint Leo students are expected to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Each student has the responsibility to maintain the highest standards of academic integrity and to refrain from cheating, plagiarism or any other form of academic dishonesty.

Academic dishonesty is representing another's work as one's own, active complicity in such falsification, or violating test conditions. Plagiarism is stealing and passing off the ideas and words of another as one's own or using the work of another without crediting the source.

The sanctions for academic dishonesty (including cheating on an examination, plagiarism and similar offenses) are as follows:

1. The minimum sanction for the first offense is normally an "F" for the test or assignment.
2. The minimum sanction for the second offense (in the same or any other courses at the College) is normally an "F" for the course in which the violation took place.
3. The minimum sanction for the third offense is normally suspension of the student from Saint Leo College.

Circumstances which would justify sanctions greater than the minimum include the student's previous disciplinary record at the College or the particularly flagrant nature of the offense.

It is the responsibility and obligation of each student personally to uphold the Academic Honor Code. Students are required to report any observed instance of academic dishonesty to the course instructor. The procedures to be followed in cases involving academic honesty are outlined in the Student Handbook.

These offenses need not occur in the same course or semester but will be considered cumulative during a student's enrollment at Saint Leo College. Each offense will be entered in student records in the Military Education Program office.

## Academic Warning and Academic Probation

In order to continue in good standing, a student must maintain a minimum cumulative grade point average of 2.00. The system of academic warning and probation is designed to identify and help, as well as warn, those students who are in danger of not qualifying for degrees at the end of their senior year.

The College reserves the right to require remedial action on behalf of a student who is placed on academic warning or probation. Such action may include, but is not limited to, requiring students to repeat failed courses, take a reduced course load, or change their program of study. The resident center director is authorized to set these conditions for MEP students.

Students who earn below a 2.00 current grade point average in **any term** will be placed on academic warning.

Students in their first term at Saint Leo College who earn below a 1.70 current grade point average will be placed on academic probation. All other students with a cumulative grade point average below 2.00 will be placed on academic probation. Academic probation may jeopardize a student's eligibility for specific forms of financial aid, as described later in this catalog section.

## Academic Suspension

Students whose cumulative grade point averages are deficient for their academic levels (defined below) are subject to academic suspension. Cumulative averages required to ensure that a student is academically eligible to remain in college the end of each academic level are as follows:

| Academic Level | Cumulative Average Required |
|---|---|
| 24 semester hours | 1.50 |
| 57 semester hours | 1.70 |
| 84 semester hours | 1.90 |

The academic level is based upon the total credits attempted, including credits transferred from other colleges. The academic average is based only upon the total credits attempted at Saint Leo College.

Academic warning and academic probation are reported to students on grade mailers sent each term. If the student's cumulative GPA falls to the point of academic suspension, the grade mailer reports "suspension pending." Academic suspension is subsequently enacted formally by a letter of notice from the Registrar.

**Appeals.** Students have the right to appeal academic suspensions. Appeals for reinstatement, which should be addressed in writing to the resident center director, will be resolved by the Dean of the Military Education Program.

**Reinstatement.** Students suspended from Saint Leo College for poor scholarship may apply for readmission after completing at least 12 semester hours of acceptable work at another accredited college, or after four MEP terms if they do not pursue studies elsewhere. A student who is reinstated remains on academic probation.

The petition for reinstatement should include evidence that the student's circumstances have been altered favorably toward successful pursuit of the degree program. Evidence may include an official transcript of course work completed elsewhere or a letter of recommendation from a military education services specialist, academic counselor, or faculty member.

**Disciplinary Standards and Codes.** The members of the Saint Leo College community understand that the learning that takes place through classroom instruction, social functions, religious activities and other interpersonal relationships is the primary concern of the College.

The College does not outline in detail either its requirements or its prohibitions. Students are met on a level of mutual regard and trust. Nevertheless, students may be suspended from the College if they are judged to be disruptive or at odds with normal standards of good citizenship. A student whose conduct on or off campus is damaging to the special interests of the College may expect disciplinary action. Saint Leo College maintains the right to dismiss or suspend any student for reasons that the administration deems to be in the best interest of the College. MEP resident center directors are authorized to act as agents of the College in disciplinary matters.

## Degree Requirements

To earn the **associate degree** a Saint Leo College MEP student must meet the following requirements:

1. Complete a minimum of 60 semester hours;
2. Complete Basic Studies I (see Academic Programs);
3. Attain a minimum cumulative grade point average of 2.00;
4. Complete such comprehensive examinations as may be required by the College;
5. Fulfill the residence requirement;
6. Satisfy all financial obligations;
7. Apply for graduation at the resident center.

To earn the **bachelor's degree** a Saint Leo College MEP student must meet the following requirements:

1. Complete a minimum of 120 semester hours;
2. Complete Basic Studies I and II (see Academic Programs);
3. Complete a minimum of 39 semester hours of course work at the 300-400 level;
4. Attain a minimum cumulative grade point average of 2.00;
5. Complete all the requirements of the student's academic division and major;
6. Attain a minimum grade point average of 2.00 in the major;
7. Complete such comprehensive examinations as may be required by the College;
8. Fulfill the residence requirement;
9. Satisfy all financial obligations;
10. Apply for graduation at the resident center.

## *Application for Graduation*

Students must make formal application for graduation at the resident center. Students should apply for A.A. graduation one term in advance and B.A. graduation two terms in advance.

Students should note the difference between **degree completion date** and **degree conferral date.** The degree completion date is the end date of the term in which all requirements have been satisfied. Degree conferral dates are specific dates authorized by the Board of Trustees for release of diplomas. A.A. diplomas are released on the first of each month. B.A. diplomas are released on three dates each year: January 1, September 1, and on the occasion of the campus commencement ceremony in April. While B.A. diplomas are held pending the next conferral date, the College will document degree completion through a letter signed by the Registrar and validated by the raised seal of the College. Students are encouraged to allow 30 days processing time when requesting transcripts to document degree completion.

**Graduation with Honors.** MEP students who have earned at least 30 but fewer than 45 semester hours in residence with a cumulative grade point average of 3.50 will receive the annotation "With Honors" on diplomas and transcripts when they complete the B.A. degree.

Students who have earned at least 45 semester hours at Saint Leo College and have the specified cumulative grade point averages will receive the following B.A. degree honors:

| Honors Level | Qualifying GPA |
|---|---|
| Summa Cum Laude | 3.90 and above |
| Magna Cum Laude | 3.75 to 3.89 |
| Cum Laude | 3.50 to 3.74 |

Honors are not awarded with the associate of arts degree.

## *Commencement Exercises*

Saint Leo College resident centers generally hold formal graduation ceremonies at the military installation once a year. Some resident centers in close proximity hold combined ceremonies. Students may gain information and register to participate in local graduations at the resident center. MEP students who qualify for graduation may elect to participate in the campus ceremony held each April. Advance notice in writing to the campus MEP office is requested.

## *Financial Aid Procedures and Regulations for Students in the Military Education Program*

Saint Leo College participates in state and federal student financial aid programs. Financial aid is awarded regardless of sex, race, age, national origin, religious affiliations, handicap, or marital or parental status. Federal programs require that the recipients be United States citizens or permanent residents of the United States.

Financial need is determined by the College Scholarship Service on the basis of the

financial aid information provided on the Financial Aid Form (FAF) which must be submitted to the office indicated on the form. These forms are available in high school guidance offices and college financial aid offices, as well as from the resident center directors or the Saint Leo College Office of Financial Aid.

Since conditions vary from year to year, a new application must be submitted for each academic year.

## *Academic Year*

For financial aid purposes, the academic year within MEP consists of four terms:

August to October
October to December
January to March
March to May

MEP's fifth term (May to July) is considered a summer term and is not funded under some financial aid programs.

## *Application Process for Financial Aid*

The application process takes several weeks and may be lengthened for various reasons so we recommend that students apply for aid as early as possible prior to enrollment, preferably in February of each year for the following August term.

To apply for aid, file your state's FAF with College Scholarship Service and, for more information contact:

Office of Financial Aid and Veterans Affairs
P.O. Box 2228
Saint Leo, FL 33574-2228
Phone: (904)588-8387

## *Federal and State Financial Aid Available to Students*

**Federal Pell Grant.** All students must apply for this grant before being considered for any other kind of aid, using the Financial Aid Form (FAF) from the College Scholarship Service.

**State Grants.** Many states have grants which can be used at colleges out of state. Criteria of eligibility, application procedures, and deadlines vary, so it is suggested that students contact their respective state department of education. Students must apply for the Pell grant and their state grant before applying for a Guaranteed Student Loan.

**Vocational Rehabilitation.** Each state has a program for handicapped persons and blind persons.

**Veterans Benefits.** Saint Leo College is approved for veterans training. The Veterans Administration has established rules and regulations for students eligible to receive VA educational benefits (active duty military, retired or separated, dependents and selected reservists). These rules and regulations pertain to enrollment status. Students eligible to receive VA educational benefits have the responsibility of being aware of and complying with these rules and regulations. Further information may be obtained from the College VA certifying officials at the extension centers.

**Guaranteed Student Loans (GSL).** Student loans are available from lending institutions (banks, credit unions) or state agencies for students who qualify. Prior to applying for a GSL a student must file the Financial Aid Form to show need and establish his/her eligibility for a Pell grant or a state grant. Recommended time to start the GSL application process is three months prior to entrance.

**Parents Loans for Undergraduate Students (PLUS) and Supplemental Loans for Students (SLS).** These loans may be obtained by students and parents for undergraduate students who do not demonstrate a sufficient need for the GSL.

**Florida Tuition Voucher.** This fund provides tuition assistance to bona fide residents of Florida in an amount varying yearly depending on state funding and is not based on need. The aid is only available to students enrolled full-time during both the October and January terms.

**MEP Incentive Scholarships.** Scholarships are available for on-campus degree completion by veterans enrolling in the ROTC program. Contact your resident center director for more information.

**Nathan Altschuler Memorial Scholarship Fund.** Income from this fund will be used to assist deserving active duty military students currently enrolled in the Military Education Program who demonstrate unmet financial need. Apply to resident center directors.

## *Refund of Financial Aid*

In the event a student receiving financial aid shall withdraw or not return for the following enrollment period and a refund is due under the College's refund policy, the refund will be distributed among various aid sources in accordance with federal regulations.

## *Standards of Satisfactory Progress Governing Student Financial Aid*

In order to receive and retain financial aid, students must maintain satisfactory progress as defined by College policies, state aid agency regulations, guarantee agencies, VA regulations, or federal regulations, depending on sources of funds.

**A. Hours Earned.** Students enrolled half-time (three hours per term) must earn no less than three NEW* hours each term they are enrolled, and not less than 12 NEW* hours per academic year.

Students enrolled full-time (six hours or more per term) must earn no less than six NEW* hours per term of enrollment and no less than 24 NEW* hours per academic year.

**Exception:** Students enrolled in college for the first time, and enroll for six hours, may earn only three NEW* hours for the **first two terms of enrollment only.** Thereafter they must earn six new hours each term they are enrolled full-time and no less than 24 hours for each academic year or five consecutive term periods.

*** New Hours and Repeats:** Aid will not be disbursed twice to cover the same course. A student receiving aid while attempting to earn credits will not receive aid to repeat the course if the student fails or withdraws from the course.

**B. Grade Point Average.** All students must maintain a minimum cumulative GPA of 2.00. Exception will be made for students enrolled for the first time in college who may retain their eligibility for federal aid if they maintain a minimum of 1.70 term or cumulative GPA during their first year of enrollment.

**State Aid.** Recipients must maintain a term and cumulative GPA of 2.00 and earn six hours each term of enrollment under aid.

**Loan Agencies.** Various lending agencies have various standards of progress. In some cases, an agency will require a student to go up one class (from freshman to sophomore, for example) before approving a subsequent loan.

A student earning 30 or more hours per academic year and maintaining at least a 2.00 GPA should be able to meet all agencies' standards.

**Veterans Benefits.** A student receiving veterans benefits must maintain a cumulative grade point average of 2.00. If a student's minimum cumulative GPA fails below a 2.00 for two consecutive terms, the student will be terminated on veterans benefits unless proof of mitigating circumstances can be provided. At such time as the student brings up his/her cumulative GPA to at least a 2.00, the student will be eligible to apply for reinstatement of benefits.

## *The Right to Appeal Loss of Aid*

Whenever a student fails to make satisfactory progress, financial aid will be withheld for the following term. Financial aid may be reinstated during that term on one of the following conditions:

1. Provided a student who has had extraordinary medical problems appeals to the Financial Aid Committee in writing, submitting documentary evidence, such as a copy of the hospital bill or letter from the physician, certifying that the student was unable to attend classes. Such appeal must be mailed to the Financial Aid Committee, P.O. Box 2228, Saint Leo, FL 33574-2228, within two weeks of having received notification of cancellation.
2. Provided during the term for which awards were cancelled and prior to the end of that term, a student raises his/her academic standing to meet the standards of progress, as defined herein, through the completion of an incomplete grade or change of grade. In such cases, it is the responsibility of the student to inform the Financial Aid Office that the grade has been changed and appeal for reinstatement of aid.

## *CLAST Requirements for Students Receiving the Florida Tuition Voucher or Florida State Assistance Grant*

Students who receive financial aid from the state of Florida and students wishing to transfer to a Florida state university must, by law, take the CLAST prior to the beginning of their junior year. Failure to take the CLAST by the time a student earns 60 credit hours will result in loss of aid for that student until the CLAST is taken.

Failure on one (or several) of the CLAST subtests does not result in loss of aid provided the student enrolls for the sources designed by the College as remedial courses for these particular subjects, during the term for which state aid is desired. CLAST tests are given three times a year. To apply for the CLAST please contact the Institutional CLAST Administrator, P.O. Drawer S, Saint Leo, FL 33574-4012. Applications are also available from the College Financial Aid Office.

# Course Offerings

Presented in the following pages are descriptions of courses of instruction offered by Saint Leo College. Courses are listed in alphabetical order according to subject.

Courses listed represent the normal offerings. Some courses are offered only in alternate years. Consult the class schedule each semester for exact course offerings. Any course may be withdrawn from the schedule if insufficient enrollment or other factors warrant such action.

The number of credits listed opposite the course designation and number refers to the number of semester hours of credit granted for the successful completion of the course.

# Accounting

### *ACC 221* — *3 credits*
***Financial Accounting***

An introduction to the preparation and use of accounting information that is found in financial and operating statements. Study of the bases for measuring performances and making business decisions. Emphasis is on problems of measurement of income and expense, working capital and investments. Includes material on corporations, fund-flow and interpretation of financial statements.

### *ACC 301* — *3 credits*
***Intermediate Accounting I***

*Prerequisite:* ACC 202.

Principles underlying financial statements, including asset valuation, income measurement and revenue recognition. Offered Fall Semester only.

### *ACC 302* — *3 credits*
***Intermediate Accounting II***

*Prerequisite:* ACC 301.

A continuation of Accounting 301 detailing liabilities, stockholders' equity, financial analysis, including statement of changes in financial position and accounting for changing price levels. Offered Spring Semester only.

### *ACC 326* — *3 credits*
***Managerial Accounting***

*Prerequisite:* ACC 202.

A study of the tools in quantifying and presenting financial data to managers of businesses and non-profit organizations. The course is designed for the non-accounting student. ACC 331 can substitute for this course.

### *ACC 329* — *3 credits*
***Directed Study: Readings or Research***

*Prerequisite:* Permission of instructor.

Designed for small groups of students to pursue a particular aspect of accounting that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### *ACC 331* — *3 credits*
***Cost Accounting I***

*Prerequisite:* ACC 202.

A study of relevant costs for decision-making, cost accounting fundamentals, systems and management control. Offered Fall Semester only.

### *ACC 332* — *3 credits*
***Cost Accounting II***

*Prerequisite:* ACC 331.

A continuation of ACC 331 emphasizing cost analysis, capital budgeting, inventory planning and other costs. Offered Spring Semester of even numbered years only.

### *ACC 100-400* — *1-3 credits*
***Special Topics***

A variable content course in accounting that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### *ACC 403* — *3 credits*
***Accounting Information Systems***

*Prerequisite:* ACC 302.

Principles involved in setting up a business's or non-profit organization's accounting system, related source documents, internal controls, and its interface with the needs of management of the organization. Offered Spring Semester only.

### *ACC 404* — *3 credits*
***Fund Accounting for Government and Not-for-Profit Organizations***

*Prerequisite:* ACC 202.

Accounting principles as they apply to governments and not-for-profit organizations (cities, hospitals, universities, etc.). Management accounting principles as they apply to these organizations. Offered Spring Semester of odd-numbered years only.

### *ACC 405* — *3 credits*
***Accounting Theory and Research***

*Prerequisite:* ACC 302.

Pure accounting theory—its concepts, theorems and propositions—is looked into with openness to seeking better accounting information. The research portion blends the practical application of theory to current real problems in decisions as to how financial statements should be pre-

sented. Offered Fall Semester of even-numbered years only.

### *ACC 411* — *3 credits*
***Auditing I***
*Prerequisites:* ACC 302, GBA 325.

Principles and procedures of internal and public auditing. The ethics, responsibilities, standards and reports of professional auditors.

### *ACC 412* — *3 credits*
***Auditing II***
*Prerequisite:* ACC 411.

A continuation of ACC 411 emphasizing accounting systems, applications of auditing programs, and current developments in the field of public accounting. Offered Spring Semester of even-numbered years only.

### *ACC 421* — *3 credits*
***Federal Taxes I***
*Prerequisite:* ACC 202.

An introduction to the federal income tax structure with emphasis on statutes and regulations relating to the concept of taxable income emphasizing the taxation of individuals. Offered Fall Semester of even-numbered years only.

### *ACC 422* — *3 credits*
***Federal Taxes II***
*Prerequisite:* ACC 421.

A continuation of Federal Taxes I with emphasis on tax concepts relating to partnerships and business enterprises. Offered Spring Semester of odd-numbered years only.

### *ACC 423* — *3 credits*
***Estates, Trusts and Gifts Taxation***
*Prerequisite:* ACC 202.

Review of the tax law as regards estates and gifts and applicable property transactions related to estates and gifts. Review of the tax law regarding the taxable income of estates and trusts and how they differ from the taxable income of individuals and corporations. Offered Fall Semester of odd-numbered years only.

### *ACC 425* — *3 credits*
***Accounting Internship***
*Prerequisites:* Junior or senior standing and permission of division chairperson.

Use skills learned in the classroom to design, put into use, or improve accounting procedures within small businesses and agencies or obtain experience in a corporate setting or CPA firm. As an intern the student will experience and learn functions of accounting which may include:

financial statement analysis
inventory analysis
flexible budgeting
fixed asset conversion
interoffice settlement account
banking function
price level adjusted statements
consolidations
replacement costing
auditing
taxes.

### *ACC 429* — *1-3 credits*
***Advanced Directed Study and Research***
*Prerequisite:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of accounting that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# *Art*

ART 121 is prerequisite to all higher-numbered art courses, but in certain special cases, as determined by the instructor teaching a course, the requirement may be waived.

The Studio I and II sequence may be taken in such disciplines as drawing, painting and graphics. Normally the student must first complete the appropriate beginning course in the specialty in which they wish to take Studio I or II. For example, ART 221 Drawing, ART 223 Beginning Painting, or ART 225 Graphics must be completed before enrolling in studio in any of these specialties.

In all cases involving advanced work permission of the divisional chairperson is also required.

### *ART 121* — *3 credits*
***Visual Fundamentals I***

Introduction to the principles of art through individual creative development, two-dimensional design and three-dimensional design. Six hours of studio per week.

### *ART 122* — *3 credits*
***Visual Fundamentals II***
*Prerequisite:* ART 121 or permission of instructor.

A continuation of ART 121. Six hours of studio per week.

### *ART 123* — *3 credits*
***Art Appreciation***

Basic terms, theories and techniques of the artist; major art movements; media in the visual arts.

### *ART 221* — *3 credits*
***Drawing***
*Prerequisite:* ART 121 or permission of instructor.
Freehand drawing from landscape, live models and objects with emphasis on training to see, to understand and to report through drawing. Six hours of studio per week.

### *ART 223* — *3 credits*
***Beginning Painting***
*Prerequisite:* ART 121 or permission of instructor.
Introduction to studio painting. Investigation and experimentation with mixed media: primary emphasis on oil painting. Six hours of studio per week.

### *ART 224* — *3 credits*
***Beginning Sculpture***
*Prerequisite:* ART 121 or permission of instructor.
Introduction to three-dimensional work in various media with emphasis on the development of understanding and effective use of space and volume through planes, shapes, positive/negative space relationships and color. Six hours of studio per week.

### *ART 225* — *3 credits*
***Graphics***
*Prerequisite:* ART 121 or permission of instructor.
Creative processes and projects in relief, intaglio and planographic techniques. Six hours of studio per week.

### *ART 321* — *2-6 credits*
***Studio I***
*Prerequisites:* Appropriate 200-level course and permission of division chairperson.
Individual development according to talent in one of the following specialities: painting, sculpture, graphics, design and crafts. May be repreated for credit. Two hours of studio per week for each hour of credit.

### *ART 322* — *3 credits*
***History of Art I***
General survey of the cultural development of mankind from earliest times through the present as reflected in painting, architecture and sculpture.

### *ART 323* — *3 credits*
***History of Art II***
Studies in modern art as related to cultural development, beginning with the late 19th century and continuing through the present, with emphasis on the contemporary scene.

### *ART 325* — *3 credits*
***History of Photography***
Studies in photography from the early inventors to the modern masters. Also, students will have an opportunity to discuss photographs of their own creation.

### *ART 326* — *3 credits*
***Art in the Elementary School***
*Prerequisite:* ART 121.
The theory and practice of art activities in the elementary school: understanding the creative experience in visual arts through classroom lecture, workshop activity and selected field experiences.

### *ART 327* — *3 credits*
***Art in the Secondary School***
*Prerequisite:* ART 121.
Techniques of teaching art to the secondary school student, emphasizing development of the student's creative work. Included are drawing, design, ceramics and painting, with selected field experiences.

### *ART 329* — *3 credits*
***Directed Study: Readings or Research***
*Prerequisite:* Permission of instructor.
Designed for small groups of students to pursue in depth a particular aspect of art that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### *ART 100-400* — *1-3 credits*
***Special Topics***
A variable content course in art that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### *ART 421* — *2-6 credits*
***Studio II***
*Prerequisites:* ART 321 and permission of division chairperson.
Continuation of individual development. May be repeated for credit. Two hours of studio per week for each hour of credit.

### *ART 429* — *1-3 credits*
***Advanced Directed Study and Research***
*Prerequisites:* Permission of instructor and division chairperson.
Intensive individual study in a particular aspect of art that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# Biology

### BIO 121 — 3 credits
**Introduction to Biology**
(Non-Majors)

A general, coordinated study of living organisms including man. The course covers these topics: cell structure and function, a survey of the protist, plant and animal kingdoms, early development of multicelled organisms and the principles of heredity. Three lectures and one one-hour laboratory per week. Offered every semester.

### BIO 125 — 4 credits
**Principles of Biology**
(Majors)

A course designed to familiarize students with cell chemistry, cell structure and function, cell reproduction and inheritance. Three lectures and one three-hour laboratory per week. Offered in the Fall.

### BIO 220 — 3 or 4 credits
**Human Anatomy and Physiology**
*Prerequisite:* BIO 121 or 125.

Required of students majoring in physical education. Functional anatomy and physiology with emphasis on the central nervous, muscular, appendicular and endocrine systems. Three or four lectures per week. Offered every semester.

### BIO 224 — 3 credits
**Health Science**

A study of health problems and programs relating to individuals as a means of improving living. Establishes a basis for positive health through the study of various conditions which affect health.

### BIO 311 — 4 credits
**Invertebrate Zoology**
*Prerequisite:* BIO 125 or permission of division chairperson.

A study of the main characteristics of the principal invertebrate phyla, including general trends in the development of body systems, behavior and adaptations to particular modes of life. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester.

### BIO 312 — 4 credits
**Vertebrate Zoology**
*Prerequisite:* BIO 311.

A study of the structure, physiology, reproduction, ecology, behavior and evolution of the vertebrates. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester.

### BIO 313 — 4 credits
**Botany**

Survey of the plant kingdom. Study of the structure, life processes, reproduction and evolutionary relationships of plants. Local flora serve as a basis for taxonomic studies. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester.

### BIO 321 — 4 credits
**Vertebrate Embryology**
*Prerequisite:* BIO 125.

A study of development combining the traditionally solid morphological approach with the modern experimental and conceptual approach. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester of odd years.

### BIO 322 — 4 credits
**Comparative Vertebrate Anatomy**
*Prerequisite:* BIO 125.

Elective for biology majors. Comparative study of the vertebrate groups with particular reference to the phylogenetic development. Three lectures and one three-hour laboratory per week.

### BIO 323 — 4 credits
**Introduction to Plant Taxonomy**
*Prerequisites:* BIO 125 and BIO 313.

A study of the principal families of the angiosperms including phytography and its terminology, the construction and use of keys, nomenclature, concepts of taxa and survey of taxonomic literature. Three lectures and one three-hour laboratory per week.

### BIO 324 — 4 credits
**Cell Physiology**
*Prerequisites:* BIO 125 and CHE 124.

An in-depth study of the anatomy and physiology of the animal and plant cell. Techniques such as electrophoresis, thin layer chromatography and cell fractionation will be emphasized in the laboratory. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester of odd years.

### BIO 325 — 4 credits
**Ecology**
*Prerequisite:* BIO 125.

Principles of ecology based on field and laboratory studies of local plant and animal communities. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester of even years.

### BIO 329 — 3 credits
**Directed Study: Readings or Research**
*Prerequisite:* Permission of instructor.

Designed for small groups of students to pur-

sue in depth a particular aspect of biology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### *BIO 100-400* — *1-3 credits*
***Special Topics***

A variable content course in biology that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### *BIO 421* — *4 credits*
***Genetics***

*Prerequisites:* BIO 125 and CHE 311 or permission of instructor.

Principles of genetics (evolutionary and biochemical) dealing with the molecular nature of heredity determinants. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester of even years.

### *BIO 422* — *3 credits*
***Immunology***

*Prerequisite:* BIO 324 or permission of instructor.

A study of the immune response with emphasis on antigenicity and the structure of antibodies. Offered in the Spring Semester of even years.

### *BIO 424* — *4 credits*
***Parasitology***

*Prerequisite:* BIO 311.

A study of the more important protozoan, helminth and arthropod parasites including their taxonomy, morphology, physiology, pathogenesis and treatment. Special emphasis will be placed upon human parasites. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester of odd years.

### *BIO 425* — *4 credits*
***Microbiology***

*Prerequisites:* BIO 125 and CHE 124.

A study of virus, bacteria and fungi including their morphology, physiology and pathogenesis. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester of even years.

### *BIO 429* — *1-3 credits*
***Advanced Directed Study and Research***

*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of biology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# *Chemistry*

### *CHE 121* — *3 credits*
***Chemistry and Society***

This course discusses briefly the principles underlying the science of chemistry and applies the knowledge of basic chemistry to major problems currently facing us. It discusses the broad scope of chemistry and its relation to problems of pollution, drugs, energy resources, food production, and life processes, and to products of major importance, such as fuels, plastics, rubber, textiles, detergents and agricultural chemicals. Offered every semester.

### *CHE 123* — *4 credits*
***General Chemistry I***

Required of students majoring in science. A beginning course in chemistry. Fundamental laws and theories, including atomic and molecular structure. The periodic law, gas laws, mass and energy relationships, chemical equilibrium and other topics. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester.

### *CHE 124* — *4 credits*
***General Chemistry II***

*Prerequisite:* CHE 123.

A continuation of general chemistry with qualitative analysis. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester.

### *CHE 311* — *4 credits*
***Organic Chemistry I***

*Prerequisite:* CHE 124.

Fundamental principles of organic chemistry. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester.

### *CHE 312* — *4 credits*
***Organic Chemistry II***

*Prerequisite:* CHE 311.

Continuation of CHE 311. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester.

### *CHE 321* — *4 credits*
***Quantitative Chemical Analysis***

*Prerequisites:* CHE 124 and MAT 161.

Theoretical principles and laboratory techniques involved in quantitative determination of inorganic compounds. Determinations include acidimetry, alkalimetry, redox titrimetry, complexiometric titrimetry, iodimetry and gravimetry. Two lectures and two three-hour laboratories per week. Offered in the Fall Semester of odd years.

### CHE 329 — 3 credits
***Directed Study: Readings or Research***
*Prerequisite:* Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of chemistry that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### CHE 100-400 — 1-3 credits
***Special Topics***
*Prerequisite:* Permission of instructor.

A variable content course in chemistry that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### CHE 429 — 1-3 credits
***Advanced Directed Study and Research***
*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of chemistry that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# Computer Studies

### COM 123 — 3 credits
***Introduction to Word Processing on Microcomputers***

An introduction to the use of microcomputers in the preparation of text for documents such as letters, reports, manuscripts and research papers. Students will use a word processing application package to learn the fundamentals of computer keyboarding and electronic writing and editing. Combination of data processing and text processing will be explored. Lab fee.

### COM 130 — 3 credits
***Microcomputer Applications***

An introduction to uses of microcomputers with emphases on the operating system, word processing, spreadsheets and data bases. Students will use commercial software packages in the microcomputer laboratory to gain an understanding of software functions and to develop personal competency in practical applications of microcomputers. Lab fee.

### COM 201 — 3 credits
***Principles of Data Processing***

A framework for the analysis and development of management information systems through a study of computer systems, required input, programs, files, documents and reports for typical information systems.

### COM 205 — 3 credits
***Programming in Basic***

An introduction to information processing and problem solving through the use of the BASIC programming language in the laboratory. Some knowledge of algebra is expected. Lab fee.

### COM 210 — 3 credits
***Computer Languages and Logic***
*Prerequisite:* COM 205 or permission.

Continued application of procedure-oriented languages. The student will use algorithm components and programming languages logic to translate data into information through structured design, coding, testing and debugging more complex computer programs. Lab fee.

### COM 220 — 3 credits
***Introduction to COBOL***

An introduction to the widely used business oriented programming language. Students will use structured techniques to design, write and test programs using this popular high-level language in a hands-on laboratory environment. Information processing concepts will include input editing, file and record handling, control breaks and report generation. Lab fee.

### COM 310 — 3 credits
***Software and Hardware Concepts***
*Prerequisites:* COM 205 or permission.

A study of computer systems and the relationships between hardware architecture, systems software and applications software. A study of available operating systems and software in the laboratory. Lab fee.

### COM 320 — 3 credits
***Systems Analysis and Design***
*Prerequisite:* COM 310 or permission.

The typical system development cycle including analysis of current systems, logical systems design, physical systems design, program development, testing, implementation, maintenance and documentation. Students are given real life systems to design, implement and document.

### COM 100-400 — 1-3 credits
***Special Topics***

A variable content course in computer studies that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### *COM 410* — *3 credits*
***Application Program Development***
*Prerequisites:* 320 or permission.

Structures of data-base management systems, applications of data structures, network, relational, and hierarchical data models, application program development, query systems, file security and the role of data-base administrators. Students will use a real data-base management system in the laboratory to create and maintain data files. Lab fee.

### *COM 421* — *3 credits*
***Management Information Systems***

A study of information concepts and the fundamental principles of the systems approach to managing information. The student will learn the relationship between an organization, its data sources and its information requirements through the study of computer-based decision support processes. Lab fee.

### *COM 422* — *3 credits*
***Advanced Data Base Concepts***
*Prerequisite:* COM 421 or permission.

Continuation of COM 421 with in-depth study of file management and data base/data communications. Case studies will be used to show the development, design and implementation of functional information systems.

### *COM 499* — *3 credits*
***Information Resource Management***
*Prerequisite:* COM 422 or permission.

A capstone course for computer information systems emphasizing the integration of information and environmental systems to support broad strategic planning decisions. This course will involve lectures, readings and discussions.

# *Criminology*

See Sociology

# *Dance*

### *DAN 110* — *1 credit*
***Dance Company***
*Prerequisite:* Admission by audition.

The learning and presenting of dance in concert.

### *DAN 111* — *1 credit*
***Dance Ensemble***
*Prerequisite:* Admission by audition.

The art of performing in dance combined with production skills.

### *DAN 125, 126* — *ea. 3 credits*
***Introduction to Modern Dance I & II***

Fundamentals of modern dance technique, including the development of strength, flexibility, balance, control and endurance, with emphasis on proper body alignment.

### *DAN 127, 128* — *ea. 3 credits*
***Introduction to Ballet I & II***

Fundamentals of classical ballet technique, including barre, center floor and locomotor movement.

### *DAN 129, 130* — *ea. 3 credits*
***Introduction to Modern Jazz Dance I & II***

Fundamentals of modern jazz dance, including coordination, rhythm and isolation.

### *DAN 131* — *3 credits*
***Introduction to Tap***

The study of tap dance on the elementary level through the development of flexibility, endurance, strength, kinesthetic awareness, precision and rhythm.

### *DAN 225, 226* — *ea. 3 credits*
***Intermediate Modern Dance I & II***
*Prerequisite:* Introduction to Modern Dance I & II or permission of instructor.

The study of modern dance technique on the intermediate level.

### *DAN 227, 228* — *ea. 3 credits*
***Intermediate Ballet I & II***
*Prerequisite:* Introduction to Ballet I & II or permission of instructor.

The study of classical ballet technique on the intermediate level.

### *DAN 229* — *3 credits*
***Intermediate Modern Jazz Dance***
*Prerequisite:* Introduction to Modern Jazz Dance I or II or permission of instructor.

The study of modern jazz dance on the intermediate level.

### *DAN 230* — *3 credits*
***Intermediate Tap***
*Prerequisite:* DAN 131 permission of instructor.

The study of tap dance on the intermediate level through the development and refinement of fundamentals.

### *DAN 231* — *2 credits*
***Dance Production***

The study of various aspects of dance production with practical application in concert.

### *DAN 233* — *3 credits*
***Creative Movement for Children***

Instruction in movement skills, child development and creative activities needed to guide the child in the cultivation of movement.

### *DAN 321* — *3 credits*
***Dance History: Ballet***

A study of ballet in France, Italy, Russia, England and the United States from the 15th to the 20th centuries.

### *DAN 322* — *3 credits*
***Dance History: Modern Dance***

A study of the development of various modern dance forms, including social, theatrical, jazz and modern dance.

### *DAN 323* — *3 credits*
***Labanotation***

*Prerequisite:* Intermediate Modern Dance or Ballet.

The study and practice of reading and recording dance movement by means of symbols as devised by Rudolf Laban.

### *DAN 325, 326* — *ea. 3 credits*
***Advanced Intermediate Modern Dance I & II***

*Prerequisite:* Intermediate Modern Dance I or II or permission of instructor.

The study of the specific technique of a contemporary modern dancer on the advanced/intermediate level.

### *DAN 327, 328* — *ea. 3 credits*
***Advanced Intermediate Ballet I & II***

*Prerequisite:* Intermediate Ballet I or II or permission of instructor.

The study of classical ballet technique on the advanced/intermediate level.

### *DAN 330* — *1 credit*
***Pointe***

*Prerequisite:* Intermediate Ballet I or II or permission of instructor.

The study of classical ballet technique on pointe.

### *DAN 331* — *3 credits*
***Dance Pedagogy***

*Prerequisite:* Intermediate technique, junior or senior.

Methods of teaching dance based on anatomical knowledge of the body with concentration on effective presentation skills, feedback and evaluation and development of lesson plans. Offered in odd-numbered years.

### *DAN 100-400* — *1-3 credits*
***Special Topics***

A variable content course in dance that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### *DAN 421* — *3 credits*
***Dance Composition I***

*Prerequisite:* Intermediate Modern Dance or Ballet.

The study of the structure of dance beginning with movement, phrasing, and patterns and progressing to traditional dance forms, including AB, ABA, theme and variation, and rondo.

### *DAN 422* — *3 credits*
***Dance Composition II***

*Prerequisite:* Dance Composition I.

The study of dance styles through improvisation and composition and the development of duet, trio and group dances.

### *DAN 425, 426* — *ea. 3 credits*
***Advanced Modern Dance I & II***

*Prerequisite:* Advanced Intermediate Modern Dance I or II or permission of instructor.

Continuation of the study of a specific technique of a contemporary modern dancer on the advanced level with some work in repertory.

### *DAN 427, 428* — *ea. 3 credits*
***Advanced Ballet I & II***

*Prerequisite:* Advanced Intermediate Ballet I or II or permission of instructor.

The study of classical ballet technique on the advanced level.

### *DAN 429* — *1-4 credits*
***Advanced Directed Study and Research***

*Prerequisite:* Permission of instructor.

Intensive individual study of a particular aspect of dance not covered in the regular dance curriculum. Enrollment must be made before registration in the form of a written proposal. May be repeated for credit.

### *DAN 430* — *3-12 credits*
***Dance Internship***

*Prerequisite:* Intermediate technique, junior or senior, 2.5 GPA. Permission of instructor.

Supervised field placement giving students an opportunity to study and work in a professional dance environment relating to their specific area of placement. Placements are available in dance studios, professional companies and recreational facilities.

# Economics

### ECO 102 — 3 credits
**Personal Finance**

A study of personal income as related to budgeting, borrowing, investments, insurance, home ownership, retirement planning, and annuities and estate planning.

### ECO 201 — 3 credits
**Principles of Macroeconomics**

An introduction to the study of the determination of income, output, employment and prices in the American economy. Emphasis on the gross national product and its components.

### ECO 202 — 3 credits
**Principles of Microeconomics**

A study of economic analysis concerning the factors at work in the marketplace. Emphasis on demand and supply analysis.

### ECO 302 — 3 credits
**Intermediate Price Theory**

*Prerequisite:* ECO 202.

An in-depth study of microeconomic theory and its application to accounting, banking and finance. Quantitative methods will be introduced in basic problem-solving cases.

### ECO 329 — 3 credits
**Directed Study: Readings or Research**

*Prerequisite:* Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of economics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### ECO 366 — 3 credits
**Money and Banking**

*Prerequisite:* ECO 201.

A study of the nature and function of money in our economy and its effect on price output and employment. Monetary theory and policy are investigated.

### ECO 100-400 — 1-3 credits
**Special Topics**

A variable content course in economics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### ECO 423 — 3 credits
**Public Finance and Taxation**

*Prerequisites:* ECO 201, 202.

A study and economic analysis of governmental expenditures, taxation, public debt, and monetary and fiscal policies. A critical examination of the role of the public sector in a mixed capitalistic system.

### ECO 424 — 3 credits
**International Political Economy**

(Same as POL 424)

*Prerequisites:* ECO 201 Principle of Macroeconomics.

An exploration of the linkages between politics and economics in international affairs. Emphasis on developments since 1945 and such topics as political risk analysis in international business, interdependence and U. S. economic foreign policy.

### ECO 427 — 3 credits
**Economic History of the United States**

*Prerequisites:* ECO 201, 202.

Analysis of such problems in American economic history as land policy, working conditions and organization of labor, expansion of national income, development of transportation, production and distribution, and changing and public policy. Relates such problems to money, banking, tariff, public expenditures, taxation, the national debt and American political philosophies. Offered Spring Semester only.

### ECO 429 — 1-3 credits
**Advanced Directed Study and Research**

*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of economics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# Education

### EDU 110 — 2 credits
**Introductory Practicum in Education**

Placement in an elementary classroom for a minimum of four hours per week and regularly scheduled seminars. Provides for supervised non-instructional activities involving clerical, managerial and audiovisual classroom-related duties. May be repeated for credit.

### EDU 112 — 3 credits
**Introduction to Education**

Survey of the theories and practices which have affected the institution of the school: exploration

of the historical and sociological issues of education and their influences on the individual. Structure and operation of the American school system.

### *EDU 210* — *4 credits*
***Second Level Practicum in Education***

Placement in classroom at grade level of choice for a minimum of six hours per week and regularly scheduled seminars. Provides for instructional and supervisory work with students.

### *EDU 221* — *3 credits*
***Human Growth and Development***

A longitudinal study of human development, considering the emotional, physical, social and intellectual factors of growth from prenatal through old age. Three hours per week and scheduled field observation.

### *EDU 225* — *3 credits*
***Social Studies in the Elementary School***

The examination of teaching strategies in the development of a social studies program, including conservation. Topics include a study of current trends in social studies instruction, procedures in developing a concept, preparing the student for social instruction, developing tests, developing materials for resources, and methods of formal and informal instruction. Three hours per week and scheduled field experiences. Offered Spring Semester only.

### *EDU 227* — *3 credits*
***Mathematics in the Elementary School***

*Prerequisite:* MAT 131.

A study of methods and problems in the teaching of mathematics in the elementary school. Topics include developing number concepts, examination of the algorithms in relation to common errors made by students, diagnosing areas of difficulties of students, developing individualized programs of instruction, constructing tests of pre- and post-assessment, grading the individual and use of informal reinforcement aids. Three hours per week and scheduled field experiences. Offered Fall Semester only.

### *EDU 228* — *3 credits*
***Microcomputers in Education***

An exploration of computer-assisted instruction in the K-12 classroom. Major topics will include integration of courseware into the curriculum, management system design for effective use of microcomputers, evaluation of educational software and basic programming for the teacher. Offered in Spring Semester.

### *EDU 300* — *3 credits*
***Theory and Research in Early Childhood***

A survey of the theories and research related to child development and the teaching-learning process as applied to current early childhood programs. Lecture, seminar and observations are combined to establish relationships between theory and practice. Three hours per week and scheduled field experiences. Offered Fall Semester only.

### *EDU 301* — *3 credits*
***Early Childhood***

*Prerequisite:* EDU 300 or permission of instructor.

An experientially based study of desired behaviors in young children and of teaching attributes effective in producing such desired behaviors. Study and observation of programs, curricular materials and methods in early childhood education. Three hours per week and scheduled field experiences. Offered Spring Semester only.

### *EDU 304* — *3 credits*
***The Exceptional Child***

Study of various exceptionalities and their incidence; includes etiology and identification of classifications of exceptionalities and relevant sociological, philosophical and psychological implications for education. Three hours per week and scheduled field observations. Offered Spring Semester only.

### *EDU 321* — *3 credits*
***The School Program***

*Prerequisite:* Concurrent enrollment in EDU 410 or consent of division chairperson.

An overview of the elementary through secondary school program, organization, administration and evaluation of curricula. Survey of current trends and innovations, instructional media and accountability in the student's area and the level of interest. Three hours per week and scheduled field experiences.

### *EDU 323* — *3 credits*
***Method: Theory and Practice***

*Prerequisite:* Concurrent enrollment in EDU 410 or consent of division chairperson.

A critical study of method in teaching, its theoretical development and practical applications and laboratory work, including microteaching, that focuses on instructional methods and behavior control. Emphasis is given to classroom management for situations where hyperactive children or children with specific learning disabilities are present. Three hours per week and scheduled field experiences.

### *EDU 325* — *3 credits*
***Introduction to Speech Disorders***

(Same as SPH 325)

*Prerequisite:* SPH 223 or permission of instructor.

The nature, causes and treatment of certain speech disorders, such as defective articulation, stuttering, cleft palate and voice disorders. Offered Fall Semester only.

### EDU 326 — 3 credits
***Art in the Elementary School***

The theory and practice of art activities in the elementary school: understanding the creative experience in visual arts through classroom lecture, workshop activity and selected field experience. Offered Spring Semester only.

### EDU 328 — 3 credits
***Science in the Elementary School***

*Prerequisite:* At least one college-level science course.

Study of fundamental concepts in natural science; analysis of techniques, materials and procedures in the instruction of all aspects of natural science at the elementary level. Three hours per week and scheduled field experiences. Offered Spring Semester only.

### EDU 329 — 3 credits
***Directed Study: Readings or Research***

*Prerequisite:* Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of education that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### EDU 332 — 3 credits
***Language Arts Development***

*Prerequisite:* EDU 221.

A survey of the development of language arts from birth through the elementary school years: listening, speaking, reading and writing. Activities to enhance language arts skills development are designed and evaluated. Three hours per week and scheduled field experiences. Offered Spring Semester only.

### EDU 334 — 3 credits
***Introduction to Teaching Reading in the Elementary School***

*Prerequisite:* EDU 221.

Investigation of basic theories underlying traditional and newer approaches to the teaching of reading. Study and evaluation of essential reading skills involved in readiness, decoding, comprehension and study skills. Three hours per week and scheduled field experiences. Offered Fall Semester only.

### EDU 335 — 3 credits
***Diagnosis and Remediation of Reading Problems***

*Prerequisite:* EDU 334.

Administration and the interpretation of informal reading inventories, criterion tests and other diagnostic measures. Application of specific methods and materials for remediation of reading problems. Knowledge of causation and remediation of various types of reading problems. Three hours per week and scheduled field experiences. Offered Spring Semester only.

### EDU 336 — 3 credits
***Reading in Middle and Secondary Schools***

*Prerequisite:* Junior standing.

Investigation of the nature of reading, reading in the content areas, readability formulas, reference and study skills, techniques to foster interest and improvement in reading. Three hours per week and scheduled field experiences. Offered Fall Semester only.

### EDU 337 — 3 credits
***Children's Literature***

The study of literature, either expressly written for children or traditionally given to children, including folklore, poetry, fantasy, modern realistic fiction, biography, historical fiction and information books. Offered Fall Semester only.

### EDU 351 — 3 credits
***Outdoor Education***

An investigation of the transition stages of learning from the concrete experiences in the out-of-doors to the more structured, organized, abstract experiences beyond those that can be gained through out-of-door activities. Emphasis will be placed on the opportunities for teaching and learning in an experience curriculum in a natural camp setting.

### EDU 100-400 — 1-3 credits
***Special Topics***

A variable content course in education that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### EDU 405 — 3 credits
***Foundations of Mental Retardation***

*Prerequisite:* EDU 221.

Study of the biological, sociological and psychological foundations of mental retardation. Study of the physical and mental causes of retardation and societal implications. Three hours per week and scheduled field observations. Offered Fall Semester only.

### EDU 406 — 3 credits
***Curriculum and Methods for the Educable Mentally Retarded***

*Prerequisite:* EDU 304 or permission of instructor.

Study and analysis of curriculum, methods, and materials for the educable mentally retarded with regard to physical, intellectual, academic, occupational, personal and social development. Three hours per week and scheduled field observations. Offered Spring Semester only.

### EDU 407 — 3 credits
***Curriculum and Methods for the Trainable Mentally Retarded***

*Prerequisite:* EDU 304 or permission of instructor.

Study of existing methods, curriculum and materials in the instruction of the trainable mentally retarded. Includes areas of self-help and socialization, music, arithmetic and the arts. Three hours per week and scheduled field observations. Offered Fall Semester only.

### EDU 408 — 3 credits
***Educating the Mentally Retarded for Modern Society***

*Prerequisite:* EDU 304 or permission of instructor.

This course reviews the federal law and state regulations regarding educational placement and planning for the mentally handicapped. Emphasis is placed on staffing procedures as well as on the writing and implementation of the Individual Education Plan. Offered Spring Semester only.

### EDU 410 — 6-15 credits
***Student Teaching***

A full-time practice teaching experience in the classroom. Taken in the senior year under the supervision of a qualified teacher and a college supervisor. Students apply the knowledge and skills acquired in their professional preparation. Requires time block coinciding with daily schedules of teachers, usually from 8 a.m. to 3:30 p.m. Open only to approved Teacher Education Program students who have applied for student teaching through the Division of Education. Fee.

### EDU 420 — 3 credits
***Practicum in Reading Methodology and Techniques K-6 Elementary Level***

Opportunity for the student to study diagnosis and correction of reading difficulties. Students work with the latest materials, equipment techniques and evaluative procedures.

### EDU 421 — 3 credits
***Practicum in Reading Methodology and Techniques 7-12 Secondary Level***

Opportunity for the student to study diagnosis and correction of reading difficulties. Students work with the latest materials, equipment, techniques and evaluative procedures.

### EDU 422 — 3 credits
***Educational Media***

Preparation, production and use of educational media including graphics, photography and personally produced video materials as instructional media.

### EDU 429 — 1-3 credits
***Advanced Directed Study and Research***

*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of education that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

### EDU 430 — 3 credits
***Nature and Needs of the Gifted***

The purpose of the course is to review the characteristics and educational needs of children and youth who can be categorized as gifted or talented. Special attention will be paid to nomination, selection procedures, specialized programming and non-categorical approaches. Three hours per week and scheduled field experience.

### EDU 431 — 3 credits
***Curriculum Procedures for Gifted***

Focuses on most appropriate instructional procedures and materials for the gifted. IEPs, units and lesson plans that meet the needs of the gifted are then developed.

### EDU 432 — 3 credits
***Guiding the Gifted Child***

*Prerequisite:* EDU 430.

Addresses social, emotional and motivational needs of gifted children and their families. Components include self-esteem, peer, parent and sibling relationships, motivation, stress management, communication of feelings, depression, underachievement and realized potential.

### EDU 435 — 3 credits
***Advanced Diagnosis and Remediation of Reading Problems***

*Prerequisite:* EDU 335.

Investigation of diagnostic tools and remediation techniques and materials for the reading specialist; testing and tutoring of children with reading problems; preparation of case studies. Three hours per week and scheduled field experiences.

### EDU 436 — 3 credits
***Practicum in Reading***

*Prerequisite:* EDU 335.

Examination of various reading programs including the Title I and migrant programs of surrounding counties. Research of recent trends in reading. Clinical diagnosis and remediation of

children with reading problems. Three hours per week and scheduled field experiences.

### *EDU 450* — *3 credits*
***Measurement and Evaluation***
*Prerequisite:* At least junior standing.

Study of the principles of psychometrics, review and appraisal of psychological and educational tests with emphasis on educational diagnosis and interpretation, including testing of the exceptional child. Offered Fall Semester only.

### *EDU 460* — *3 credits*
***Individualizing Instruction***
*Prerequisite:* At least junior standing.

Examination and application of various techniques used to form individual learning plans. Includes theory, practice and application of techniques in the classroom, both elementary and secondary. Course work designed for discussion and independent, programmed and individually oriented study. Three hours per week and scheduled field experiences. Offered Fall Semester only.

### *EDU 470* — *3 credits*
***Evaluation of Educational Programs***
*Prerequisite:* Permission of division chairperson.

Study of systematic methods of collecting data that are descriptive of outcomes of school programs and the assignment value to the data. Questionnaires, interview guides and observation are studied. Students construct, apply and assign value to instruments used in program evaluation procedures. Offered on demand.

### *EDU 472* — *3 credits*
***Theory and Practice of Curriculum Development***
*Prerequisite:* Permission of division chairperson.

Study of theoretical bases in the development of school curricula; examination and analysis of current curriculum practices and issues and their effect upon the learning process. Offered on demand.

### *EDU 489* — *3 credits*
***Special Methods of Teaching Secondary Subjects***
*Prerequisite:* Acceptance to Teacher Education Program.

Study of methods and processes specific to the student's teaching area. Provides a laboratory experience for prospective secondary teachers with focus on teacher behaviors, the facilitation of methodologies and classroom management. Three hours per week and scheduled field experiences. Offered Fall Semester only.

### *EDU 490* — *3 credits*
***Educational Theories of Learning Disabilities***

An investigation of the sources of specific learning disabilities with special emphasis on implications for educational planning and instructional management. Student observation, research, and reports will be undertaken in order to achieve understanding of the problem of SLD children in the schools. Three hours per week and scheduled field experiences. Offered on demand.

### *EDU 491* — *3 credits*
***Methods and Materials for the Learning Disabled***
*Prerequisites:* EDU 304, 490.

Analysis of curriculum, methods and materials for teaching children and adolescents with specific learning disabilities. Procedures of instructional diagnosis are integrated with individualized instruction techniques. Course topics include task analysis, clinical teaching, and strategies for instruction in spoken and written language, reading and mathematics. Required field work.

### *EDU 495* — *3 credits*
***Educational Programming for the Emotionally Disturbed***
*Prerequisite:* EDU 304.

This course focuses on the way in which the characteristics and needs of emotionally handicapped children are to be met and shaped through the educational program. Course work involves the preparation of Individual Educational Plans for the emotionally handicapped. Required observations and field work.

### *EDU 499* — *3 credits*
***Senior Seminar***

Overview of the problems and issues that concern the professional teacher.

# *English*

### *ENG 112* — *3 credits*
***College Reading Skills***

Designed to help students improve their basic reading and study skills. Includes classroom instruction and laboratory practice in developing vocabulary, comprehension and rate of reading. Fifty-six lab hours required.

### *ENG 120* — *3 credits*
***Developmental Composition***

A course designed to remedy the special problems of students whose English preparation reveals marked deficiencies in verbal skills. Twenty-five lab hours required.

### ENG 120S — 3 credits
***Developmental Composition for Speakers of Other Languages***

The same course as ENG 120 except that increased emphasis is placed on English idiomatic usage. Twenty-five lab hours required.

### ENG 121 — 3 credits
***Composition***

*Prerequisite:* ENG 120 or waiver.

Required of all freshmen. The techniques of effecive writing, logical thinking and intelligent reading, with special emphasis on expository writing.

### ENG 121S — 3 credits
***Composition for Speakers of Other Languages***

*Prerequisite:* ENG 120 or waiver.

The same courses as ENG 121 except that tranformational grammar is used to compare English and other languages, and increased emphasis is placed on English idiomatic usage.

### ENG 122 — 3 credits
***Composition and Literature***

*Prerequisite:* ENG 121 or 121S.

A continuation of ENG 121. Expository writing based on analytical study of literary genres.

### ENG 201 — 3 credits
***Expository Writing***

*Prerequisite:* ENG 122.

The writing of articles, essays, and reports centered on individual student needs in technical writing, business reports and creative essays.

### ENG 221 — 3 credits
***Survey of English Literature I***

*Prerequisite:* ENG 122.

An introduction to the poetry, prose and drama of English literature from the beginnings through the 18th century.

### ENG 222 — 3 credits
***Survey of English Literature II***

*Prerequisite:* ENG 122.

An introduction to English literature from the 19th century to World War I.

### ENG 223 — 3 credits
***Survey of American Literature I***

*Prerequisite:* ENG 122.

An introduction to American literature from the colonial writers through the romantics: Edwards, Taylor, Hawthorne, Poe, Emerson, Thoreau, Melville.

### ENG 224 — 3 credits
***Survey of American Literature II***

*Prerequisite:* ENG 122.

An introduction to American literature from the realists to the writers of the 1920's and after: Whitman and Twain through O'Neill and Hemingway.

### ENG 225 — 3 credits
***World Literature I***

*Prerequisite:* ENG 122.

A survey of the literature of the Western World in translation, from the ancient Greek through the Renaissance periods.

### ENG 226 — 3 credits
***World Literature II***

*Prerequisite:* ENG 122.

A survey of the literature of the Western World in translation, including the literary traditions of Neoclassicism, Romanticism, Naturalism and Symbolism.

### ENG 227 — 3 credits
***Basic Journalistic Writing***

*Prerequisite:* ENG 122.

Basic theories and procedures in collecting and writing news.

### ENG 317 — 3 credits
***Black American Literature***

*Prerequisite:* ENG 122.

A study of major black American authors, with emphasis on Langston Hughes, Richard Wright, Ralph Ellison, James Baldwin and LeRoi Jones.

### ENG 321 — 3 credits
***The English Novel***

*Prerequisite:* ENG 122.

The historical development of the English novel of the 18th and 19th centuries.

### ENG 323 — 3 credits
***History and Structure of the English Language***

*Prerequisite:* ENG 122.

An eclectic approach to the history of the English language through discussion of phonology, morphology, syntax and vocabulary.

### ENG 324 — 3 credits
***Reviewing and Critical Writing***

*Prerequisite:* ENG 122.

Writing and analyzing reviews of films, plays and television programs.

### *ENG 326* — *3 credits*
***Playwriting***

Fundamentals of writing for the stage. Students have the option of writing scripts designed for television or motion pictures. Emphasis on plot, theme, dialogue and characterization.

### *ENG 328* — *3 credits*
***Biography and Autobiography***

*Prerequisite:* ENG 122.

A study of the lives of eminent and influential men and women in Western civilization combined with student writing in this genre.

### *ENG 329* — *3 credits*
***Directed Study: Readings or Research***

*Prerequisite:* Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of English that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### *ENG 331* — *3 credits*
***Modern American Drama***

*Prerequisite:* ENG 122.

A study of modern realism, tragedy, expressionism and the theatre of the absurd. Representative playwrights include Eugene O'Neill and Tennessee Williams. Offered in odd-numbered years.

### *ENG 332* — *3 credits*
***Modern British and European Drama***

*Prerequisite:* ENG 122.

A study of modern realism, tragedy, comedy and symbolic drama. Representative playwrights include Ibsen, Chekhov, Shaw and Osborne. Offered in even-numbered years.

### *ENG 334* — *3 credits*
***Writing the Short Story***

Technique in writing short fiction: plot, characterization, point of view, setting, style.

### *ENG 335* — *3 credits*
***Verse Writing***

Technique in writing poetry: theme, imagery, musical devices and metrics.

### *ENG 337* — *3 credits*
***Children's Literature***

The study of literature, either expressly written for children or traditionally given to children, including folklore, poetry, fantasy, modern realistic fiction, biography, historical fiction and information books.

### *ENG 100-400* — *3 credits*
***Special Topics***

A variable content course in English that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### *ENG 422* — *3 credits*
***Shakespeare***

*Prerequisite:* ENG 122.

Selected sonnets, comedies, histories, tragedies, with consideration of Shakespeare's dramaturgical development.

### *ENG 427* — *3 credits*
***Restoration and Eighteenth-Century English Literature***

*Prerequisite:* ENG 221 or 222.

A study of the literature of the Neoclassical period, with emphasis on Dryden, Swift, Pope, Addison and Steele, Johnson and Boswell.

### *ENG 429* — *1-3 credits*
***Advanced Directed Study and Research***

*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of English that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

### *ENG 430* — *3 credits*
***Independent Writing***

Advanced study in writing longer works, such as full-length plays and novels. May be taken twice for credit.

### *ENG 431* — *3 credits*
***Nineteenth-Century English Literature***

*Prerequisite:* ENG 221 or 222.

A study of the poetry and prose of the Romantic and Victorian eras exclusive of the novel.

### *ENG 433* — *3 credits*
***Modern British and American Writers***

*Prerequisites:* ENG 221, 222, and 223 or 224.

A study of selected poetry and fiction by British and American writers since 1900.

### *ENG 435* — *3 credits*
***Literary Criticism***

*Prerequisite:* Approval of instructor.

Principles and methods of literary criticism; application of critical methods to works by representative writers.

### *ENG 436* — *3 credits*
***Chaucer, Milton and Donne***
*Prerequisite:* ENG 122.

A study of selected works by three "literary giants" in English literature.

# *Finance*

### *FIN 325* — *3 credits*
***Principles of Finance***
*Prerequisite:* ACC 201.

A base of financial analytical tools is presented along with relevant financial theory and institutional material. Includes management of working capital, capital budgeting and financing.

### *FIN 329* — *3 credits*
***Directed Study: Readings or Research***
*Prerequisite:* Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of finance that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### *FIN 331* — *3 credits*
***Principles of Investment***
*Prerequisite:* FIN 325 or permission of instructor.

Survey of the risks and returns of investments made by institutions/individuals. Includes a critical examination of the capital markets as well as stock markets. Portfolio management techniques will be analyzed.

### *FIN 333* — *3 credits*
***Financial Institutions***
*Prerequisite:* FIN 325.

A study of the function and management of financial institutions in the United States with emphasis on commercial banks. Topics include analysis of financing options, problems of various institutions as defined by regulation and practice, and flow of funds through specialized market sectors.

### *FIN 100-400* — *3 credits*
***Special Topics***

A variable content course in finance that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### *FIN 425* — *3-12 credits*
***Finance Internship***
*Prerequisites:* Junior or senior standing and permission of division chairperson.

An introduction to the everyday workings of the finance profession. Learn how financial decisions are made under the supervision of a professional. An opportunity to experience firsthand the operations of a brokerage firm, bank, or other financial institution.

### *FIN 429* — *1-3 credits*
***Advanced Directed Study and Research***
*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of finance that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

### *FIN 477* — *3 credits*
***Risk and Insurance***
*Prerequisite:* FIN 325.

A survey of problems and insurable risks of both business and individuals. An examination of the characteristics of those areas of risk and uncertainty where insurance coverage can be an effective alternative. Includes study of chance and pooling theory.

### *FIN 498* — *3 credits*
***Finance Policies and Strategies***
*Prerequisites:* FIN 325 and junior status.

An examination of the major areas of business finance. Topics include capital budgeting, mergers, failures, reorganization, financing options and market pricing.

# *Fine Art*

### *FAS 121* — *3 credits*
***Introduction to Fine Arts***

An approach to visual, musical and dramatic works of art designed to increase the student's understanding and aesthetic pleasure as well as to develop acquaintance with techniques and terminology in the arts.

### *FAS 123* — *3 credits*
***Introduction to Film***

A survey course treating film as a modern art form. Includes thematic content and aesthetic problems that face film theoreticians.

# Foreign Languages

## Spanish

**SPA 111** **3 credits**
***Spanish Level 1-A***
*Prerequisite:* None
I. General, or
II. Medical Spanish
Course goals are given at SPA 112.

**SPA 112** **3 credits**
***Spanish Level 1-B (General only)***
*Prerequisite:* SPA 111 or one year of high school Spanish.
A course designed to enable the student to: (1) speak so as to satisfy simple courtesy and on only familiar topics; (2) understand utterances about survival needs and travel requirements; (3) to read very simple connected material; and (4) write adequately to meet limited practical needs.

**SPA 211** **3 credits**
***Spanish Level 2-A***
*Prerequisite:* SPA 112 or two years of high school Spanish or placement.
I. Business Spanish; or
II. Health-related Spanish
Course goals are given at SPA 212; may be repeated with different subject matter.

**SPA 212** **3 credits**
***Spanish Level 2-B***
*Prerequisite:* SPA 211.I or 211.II, respectively.
I. Business Spanish; or
II. Health-related Spanish
A course designed to enable the student to: (1) speak so as to satisfy routine social demands and limited work requirements; (2) understand utterances at this same level; (3) read simple authentic material within a familiar context; and (4) write routine social correspondence and meet most limited work requirements.

**SPA 311** **3 credits**
***Spanish Level 3-A***
*Prerequisite:* SPA 212.I or 212.II, respectively.
I. Business Spanish; or
II. Health-related Spanish
The first of two courses designed to enable the student: (1) to speak so as to participate effectively in formal and informal conversations; (2) to understand most utterances at this same level; (3) to read at a normal pace, with nearly complete comprehension, a variety of prose in a professional field, as well as other materials; and (4) to write effectively in normal exchanges on practical, social and professional topics.

**SPA 312** **3 credits**
***Spanish Level 3-B***
*Prerequisite:* SPA 311.I or 311.II, respectively.
Composition and Advanced Conversation.
A non-technical course to complete the goals of Level 3.

**SPA 329** **3 credits**
***Directed Study: Readings or Research***
*Prerequisite:* SPA 312.
Peninsular Literature
Selected works in Spanish literature combining library and videocassette studies.

**SPA 411** **3 credits**
***Advanced Spanish Grammar***
*Prerequisite:* SPA 312.
A critical review of the latest grammar proposed by the Royal Spanish Academy.

**SPA 429** **3 credits**
***Advanced Directed Study and Research***
*Prerequisite:* SPA 312.
Latin American Literature
Selected works from the Americas, emphasizing Mexican and Argentine literature, combining library and videocassette studies. May be repeated for credit.

## French

(Given on Demand.)

**FRE 111** **3 credits**
***French Level 1-A.***

**FRE 112** **3 credits**
***French Level 1-B.***

**FRE 211** **3 credits**
***French Level 2-A.***

**FRE 212** **3 credits**
***French Level 2-B.***

## German

(Given on Demand.)

**GER 111** **3 credits**
***German Level 1-A.***

**GER 112** **3 credits**
***German Level 1-B.***

**GER 211** **3 credits**
***German Level 2-A.***

**GER 212** **3 credits**
***German Level 2-B.***

# Freshman Studies

The program is made up of introductory courses: COL 101, ENG 112, ENG 120, MAT 101 and PSY 101. These courses may be used as elective credits toward a degree.

### *COL 101* — *3 credits*
***Introduction to College***

*Prerequisite:* Entering freshman status.

The course has four main objectives. It provides an on-going orientation to Saint Leo College; allows for analyses of personal, academic and career goals: helps students develop or improve study skills; and addresses solutions to specific as well as general problems encountered during the freshman year.

### *ENG 112* — *3 credits*
***College Reading Skills***

Designed to help students improve their basic reading and study skills. Includes classroom instruction and laboratory practice in developing vocabulary, comprehension and rate of reading.

### *ENG 120* — *3 credits*
***Developmental Composition***

A course designed to remedy the special problems of students whose English preparation reveals marked deficiencies in verbal skills.

### *ENG 120S* — *3 credits*
***Developmental Composition for Speakers of Other Languages***

The same course as ENG 120 except that increased emphasis is placed on English idiomatic usage. Twenty-five lab hours required.

### *MAT 101* — *3 credits*
***Introduction to Algebra***

A minimum grade of "C" is required in MAT 101 to take a higher numbered course in mathematics. This developmental course does not satisfy a Basic Studies in mathematics.

A course designed to help students improve basic mathematical skills and to build a foundation for algebra. The course will be presented through assigned exercises and testing in the Mathematics Laboratory. Three hours per week.

Topics include whole numbers, rational numbers, proportion, percents, integers, order of operations, exponents, algebraic expressions, linear equations and literal equations. Offered in Fall and Spring Semesters.

### *PSY 101* — *1 credit*
***Seminar on Self-Awareness***

This course is designed to enhance students' understanding of college life, what they can expect to get out of it, and what they will be expected to put into it. The course will include a required writing component. This is a pass/fail course.

### *COL 100-400 Special Topics*

A variable contents course that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

# General Business Administration

### *GBA 105* — *3 credits*
***Introduction to Business***

This course examines business as an active partner in our total economic system. Offering a wide scope, this study will generate an awareness of the social responsiveness of business as well as a knowledge of its relationships with government, labor and the public.

### *GBA 310, 410* — *3 or 6 credits*
***International Studies Seminar in Business***

*Prerequisite:* Junior or senior standing and concentration in business administration.

Students may apply three or six credits toward electives or certain business concentration requirements in Finance (FIN), Management (MGT) and Marketing (MKT). Required pre-seminar sessions are held during the preceding Spring Semester. Independent study following the seminar is required to prepare reports. The seminar is offered each Summer Session.

### *GBA 321* — *3 credits*
***Seminar in Managerial Accounting and Finance***

*Prerequisite:* Junior or senior standing. Not open to students enrolled in any degree program offered by the Division of Business Administration requiring accounting principles.

Students will learn about the accounting processes used in order to understand financial statements, the planning and reviewing of cost information, capital expenditures and control systems in making proper managerial decisions.

### *GBA 325* — *3 credits*
***Business Statistics I***

*Prerequisite:* MAT 141 or higher level mathematics.

An introduction to probability theory and statistical analysis with application to business affairs. Sampling and distribution theory, estimation, testing hypotheses, analysis of time series, index numbers, and accuracy and error in the collection and reporting of data.

### *GBA 326* — *3 credits*
***Business Statistics II***
*Prerequisite:* GBA 325 Business Statistics I.

A continuation of Business Statistics I into the uses of statistical inference, regression, chi-square, analysis of variance, and time series analysis. While Business Statistics I is an introduction for all business students, this second half is designed for the mathematically inclined business student to study in detail the more common statistical models being used in business and economics.

### *GBA 329* — *3 credits*
***Directed Study: Readings or Research***
*Prerequisite:* Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of general business administration that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### *GBA 331* — *3 credits*
***Business Law I***

Fundamentals of torts, contracts, sales, agency and business organization; emphasis on the uniform commercial code and recognition of legal programs in the business world.

### *GBA 332* — *3 credits*
***Business Law II***
*Prerequisite:* GBA 331.

Business Law II is a continuation of legal interpretations as they affect both personal and business relationships.

### *GBA 334* — *3 credits*
***Quantitative Methods***
*Prerequisite:* MAT 141 or permission of instructor.

A one-semester course presenting fundamental mathematical techniques for solving business problems. The thrust of this course is toward application rather than theory and is designed to prepare the student for the 300-400 level quantitative courses.

### *GBA 100-400* — *1-3 credits*
***Special Topics***

A variable content course in general business administration that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### *GBA 429* — *1-3 credits*
***Advanced Directed Study and Research***
*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of general business that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

### *GBA 498* — *3 credits*
***Business Policy***
*Prerequisites:* 90 credit hours, ACC 326 or ACC 331, FIN 325, MGT 301, MKT 301.

Business Policy is a capstone course open to seniors only. It is designed as a coordinating link in the disciplines of finance, accounting, marketing, and management. The case method of instruction and computer simulations are applied.

# *Geography*

### *GEO 221* — *3 credits*
***Introduction to Physical and Cultural Geography***
*Prerequisite:* Sophomore standing or permission of instructor.

Topics in this course include maps and map reading, the history of geography, earth forms, weather, climate, soils, water, plants, minerals, conservation and natural resources, along with political, economic and cultural developments, population, settlement and urbanization. The teaching of geography at the elementary level and secondary levels is also emphasized.

### *GEO 100-400* — *1-3 credits*
***Special Topics***

A variable content course in geography that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### *GEO 421* — *3 credits*
***Political Geography***
(Same as POL 421)
*Prerequisite:* GEO 221 or permission of instructor.

An analysis of the geographical factors upon the political development of the world. Special emphasis upon the use of maps.

# Health Care Administration

### HCA 301 — 3 credits
***Principles of Health Care Administration***
*Prerequisite:* MGT 301.

Introduction to health care management and the history, theories, trends, and philosophies of health care agencies. The principles of medical, psychological, social, personal and rehabilitative care will be emphasized. Students will be provided with opportunities to develop administrative and leadership skills basic to management practice in any health care facility.

### HCA 499 — 3 credits
***Senior Seminar in Health Care Administration***
*Prerequisites:* GBA 321, MGT 331, HCA 301 and senior standing.

A review of health care management and the organizational functions of facilities. Emphasis will be placed on federal and state laws, licensure procedures, accreditation, financial management, recruitment, placement and training of employees. Directed research and the development and presentation of a proposed solution for a known problem in a health care facility.

# History

### HTY 121 — 3 credits
***United States History to 1865***

A survey of the principal movements, events, ideas and personalities in U.S. History from colonial times to the Civil War.

### HTY 122 — 3 credits
***United States History Since 1865***

A survey of the principal movements, events, ideas and personalities in U.S. History from the Civil War to the present.

### HTY 123 — 3 credits
***Western Civilization to 1500***

A survey of the principal movements, events, ideas and personalities in the Western World from ancient times to 1500.

### HTY 124 — 3 credits
***Western Civilization Since 1500***

A survey of the principal movements, events, ideas and personalities in the Western World from 1500 to the present.

### HTY 225 — 3 credits
***Far Eastern Civilization***

A study of the historical development of the civilizations of China and Japan with emphasis on their classical traditions, the impact of Western issues and practices, and developments in the post-World War II era.

### HTY 227 — 3 credits
***Latin America and the Caribbean***

A survey of the principal movements, events, ideas and personalities in Latin America and the West Indies from the pre-Columbian societies to the present, with emphasis on 20th century developments.

### HTY 233 — 3 credits
***The Modern Middle East***

A study of the social, political, religious, and economic forces present in the modern Middle East, with emphasis on the period since World War I, Arab-Israeli conflict and oil.

### HTY 322 — 3 credits
***Race and Ethnicity in American Culture***
(Same as SOC 322)
*Prerequisite:* SOC 121 or permission of instructor.

An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on the minorities, such as Blacks, Mexican-Americans, Puerto Ricans, Orientals and American Indians.

### HTY 324 — 3 credits
***Africa South of the Sahara***
*Prerequisite:* Junior standing or permission of instructor.

A survey of the major events, ideas and problems of sub-Sahara Africa, with emphasis on the European colonization period after 1880 and the post-World War II independence movements.

### HTY 325 — 3 credits
***Modern Russia***
*Prerequisite:* Junior standing or permission of instructor.

An intensive study of the history and development of Russia since 1900.

### HTY 329 — 3 credits
***Readings in History***
(Same as POL 329)
*Prerequisite:* Junior standing or permission of instructor.

Readings, group discussion, and writing on such issues as Machiavelli, comparative revolutions, the causes of the American Civil War, historical myths and related topics.

### *HTY 330* — *3 credits*
***War and Peace***
(Same as POL 330)
*Prerequisite:* Junior standing or permission of instructor.

A historical survey course covering the period from the ancient to the modern world. Primary attention will be focused on American military history: however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars will be included. In addition, students will be introduced to war gaming.

### *HTY 331* — *3 credits*
***The American Civil War***
*Prerequisite:* Junior standing or permission of instructor.

This course covers the period from the election of Abraham Lincoln in 1860 to the end of the Civil War in 1865. In addition to covering important political and military personalities as well as decisive battles and campaigns, social and economic aspects of the American Civil War will also be discussed.

### *HTY 335* — *3 credits*
***Women in American Society***
(Same as SOC 335)

An examination of the roles of women from both a historical and a contemporary perspective with the objective of understanding what it means to be female in America.

### *HTY 337* — *3 credits*
***The Legacies of the British Empire***
*Prerequisite:* Junior standing or permission of instructor.

A study of British imperial policy and its effects on the historical origins of the racial/ethnic conflicts in Northern Ireland, Canada, Israel, South Africa and India/Pakistan.

### *HTY 100-400* — *1-3 credits*
***Special Topics***

A variable content course in history that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the nature of history or such specific issues as the Watergate Affair, Palestine/Israel, or other special topics. Topic to be covered is announced in advance of registration.

### *HTY 421* — *3 credits*
***Europe in the Nineteenth Century***
*Prerequisite:* HTY 124.

An study of the principal movements, events and ideas in 19th- century Europe.

### *HTY 422* — *3 credits*
***Europe in the Twentieth Century***
*Prerequisite:* HTY 124.

A study of the major currents, events and ideas in European history from 1870 to the present.

### *HTY 423* — *3 credits*
***The United States in the Twentieth Century***
*Prerequisites:* HTY 121, 122.

A study of the major currents, events and ideas in United States history from the rise of big business and progressivism to the present.

### *HTY 425* — *3 credits*
***United States Diplomatic History***
*Prerequisites:* HTY 121, 122 or permission of instructor.

An analysis of the nature of diplomacy, the principal schools of thought or interpretations of American foreign policy, and the chief themes in U.S. diplomatic history, with emphasis on the 20th century.

### *HTY 427* — *3 credits*
***History of Ideas***
*Prerequisite:* Junior standing or permission of instructor.

A study of the major intellectual currents that have dominated historical thought in the Western World since the Renaissance.

### *HTY 428* — *3 credits*
***The Far East Since 1945***
*Prerequisite:* HTY 225.

A survey of the internal development and international relations of the Far Eastern nations since the end of World War II.

### *HTY 429* — *1-3 credits*
***Advanced Directed Study and Research***
*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of history that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

### *HTY 430* — *3 credits*
***The Role of the Military in the Modern World***
*Prerequisite:* Junior standing or permission of instructor.

An examination of the relationships between the soldier, the civilian, defense establishments,

and society within the United States and throughout the world.

### *HTY 490* — *3 credits*
***Revolution: Yesterday and Today***
*Prerequisite:* Junior standing or permission of instructor.

A comparative study of the major revolutions in world history, with emphasis on United States, France, Russia and China, and a study of the relationship between revolution and other forms of social change, particularly in the Third World.

### *HTY 499* — *3 credits*
***Senior Seminar in History***
*Prerequisite:* Senior standing in history or international studies.

Directed research and the development and presentation of a senior thesis on a significant historical issue.

# *Honors*

### *HON 150* — *3 credits*
***The Classical World View***
*Prerequisite:* Admission to the Honors Program or permission of instructor.

Students read and discuss faithful translations of Greek and Roman authors whose works exemplify the breadth and depth of classical learning. Epic poetry, drama and philosophical writings which embrace questions relating to ethics, politics, physics and theology are covered. Of central concern is an inquiry into the purpose and content of a liberal education as first conceived by the classical philosophers.

### *HON 151* — *3 credits*
***The Christian Vision***
*Prerequisite:* Admission to the Honors Program or permission of the instructor.

Students read and discuss original documents in the Judeo-Christian tradition,including Hebrew, Roman Catholic and Protestant authors. They learn to identify the literary, philosophical and theological traditions from which these authors drew, as well as to reflect on the contemporary influence of their thought and its relevance for modern life.

### *HON 250* — *3 credits*
***The Humanistic Tradition***
*Prerequisite:* Admission to the Honors Program or sophomore standing and permission of the instructor.

Students read and discuss important works by diverse authors spanning the broad period from the 15th century Renaissance to the 18th century Enlightenment. Essays, poetry, drama, novels and philosophical writings are explored for their contribution to the revival of the arts and letters and as evidence of a renewed interest in humankind as the center of creation.

### *HON 251* — *3 credits*
***Scientific Revolutions***
*Prerequisite:* Admission to the Honors Program or sophomore standing and permission of the instructor.

Students read and discuss important works that have altered the course of scientific thinking. Books, essays, journals and reports by scientific pathfinders serve as the primary course material, although some laboratory work may be required. Contemporary writings and classic works from the history of science are examined. Of central concern is an investigation of the purposes, procedures and accomplishments of the scientific enterprise.

### *HON 350* — *3 credits*
***The Human Condition Reexamined***
*Prerequisite:* Admission to the Honors Program or junior standing and permission of the instructor.

A collectively led seminar on 18th and 19th century developments across the broad spectrum of the social sciences, encompassing history, politics, economics, sociology, psychology, anthropology and technology. Supervised by the course instructor, each student will research and report on a major contributor to the intellectual ferment of ideas that helped to reshape the Western World's concept of human nature.

### *HON 351* — *3 credits*
***The Modern World View***
*Prerequisite:* Admission to the Honors Program or junior standing and permission of the instructor.

A collectively led seminar on 20th century thought, culture and religion. Guided by the course instructor, each student will research and report on a major figure of the 20th century. Students will combine informed perspectives to discuss intellectual achievements and contemporary issues.

### *HON 100-400* — *3 credits*
A variable content honors course that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Satisfies one of the honors program course requirements, excluding HON 498 and 499.

### *HON 498* — *1 credit*
***Honors Research Methods***
*Prerequisite:* Admission to the Honors Program and junior standing.

Planning for the senior honors project and developing a project proposal under the guidance of a mentor. Researching the available bibliographical and material resources.

### *HON 499* — *3 credits*
***Senior Honors Project***
*Prerequisite:* Senior standing and permission of the Honors Council.

The completion of an original research project under the guidance of a mentor. May satisfy an upper division major requirement with the consent of the division chairperson. See the honors program guidebook for further details.

# *Human Resources Administration*

### *HRA 498* — *3 credits*
***Seminar in Decision Making and Problem Solving***
*Prerequisite:* Senior standing.

A study of decision making as a major dependent variable of administrative theory and the processes by which decisions are made, implemented and evaluated. Provides reinforcement of concepts and processes by experimental exercises, role playing and simulation.

### *HRA 499* — *3 credits*
***Seminar in Human Resources Administration***
*Prerequisite:* Senior standing.

A capstone course designed to integrate previous course work into a cohesive framework leading to the achievement of organizational effectiveness through enlightened management. Provides a basis for applying relevant contributions of behavioral sciences to the management of organizations.

# *Humanities*

### *HUM 101* — *3 credits*
***Introduction to the Humanities I***

The first part of a two-part introduction to the humanities through an integrated study of major works of literature, theatre, art, music and architecture in their historical and philosophical contexts. From the ancient Greeks to the Renaissance.

### *HUM 102* — *3 credits*
***Introduction to the Humanities II***

The second part of a two-part introduction to the humanities through an integrated study of major works of literature, theatre, art, music and architecture in their historical and philosophical contexts. From the Renaissance through the 20th century.

### *HUM 110, 210, 310* — *3 or 6 credits*
***International Studies Seminar in Humanities***

Students may take three or six credits and apply three credits (HUM 110) toward the Basic Studies fine arts requirement. HUM 210 and 310 are applicable as elective courses. Required pre-seminar sessions are held during the preceding spring semester. The seminar is offered each Summer Session.

### *HUM 228* — *3 credits*
***Survey of Arts Management***

An introduction to basic principles of arts administration: organization, copyright laws, the role of the agent, analysis of audiences, creating aesthetic perspectives, finding solutions to administrative problems in a manner which will allow artists the maximum freedom for creativity.

### *HUM 320* — *3 credits*
***Arts Management***

Specific management concerns in the arts will be examined: unionization, boards of directors, censorship, demographics, arts councils, long-range planning and the impact of a changing society.

### *HUM 329* — *3 credits*
***Directed Study: Readings or Research***
*Prerequisite:* Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of humanities that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### *HUM 100-400* — *1-3 credits*
***Special Topics***

A variable content course in humanities that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. For International Studies Seminar option, see Overseas Academic Programs.

### *HUM 420* — *3 credits*
***Humanities in the Elementary School***

A course in the teaching of humanities in the elementary school. Materials and methods are explained and course content is carefully considered.

### *HUM 425* — *1-15 credits*
***Arts Management Internship***
*Prerequisites:* Junior standing in arts management and approval by the Humanities Division chairperson.

Supervised field placement or travel-study giving students practical experience in participating in and/or observing arts administration.

Maximum requirement: 40 hours a week for 12 weeks. (The internship may not replace any required course.)

### *HUM 429* — *1-3 credits*
***Advanced Directed Study and Research***
*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of humanities that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

### *HUM 499* — *3 credits*
***Senior Seminar***
*Prerequisite:* Senior standing.

Required of those majoring in the Humanities Division during the first semester of the senior year. Emphasis on working toward a definition of culture by tracing the progression of humanism and aesthetic theory in art, music and literature from the 18th century to the present.

# *Management*

### *MGT 301* — *3 credits*
***Principles of Management***

The structure and organization of a business and the functions of the policy makers in relation to the objectives of the business; emphasis on problems of management through analysis of case studies.

### *MGT 321* — *3 credits*
***Communications for Management***

Communication theory and practice for managers in verbal and written media. Letters, memoranda, reports and other methods of business communications are studied and practiced.

### *MGT 329* — *3 credits*
***Directed Study: Readings or Research***
*Prerequisite:* Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of management that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### *MGT 331* — *3 credits*
***Management of Human Resources***
*Prerequisite:* MGT 301.

Principles and problems involving the management of human resources. Among topics included are job analysis, appraisal, compensation, leadership, the collective bargaining process, and the recruiting, selecting and training of personnel.

### *MGT 100-400* — *1-3 credits*
***Special Topics***

A variable content course in management that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### *MGT 412* — *3 credits*
***Organizational Behavior and Development***
*Prerequisite:* MGT 301 or permission of instructor.

The study of human behavior in organizations. The course blends newer concepts of behavior theory with classical organization theory. Organization development focuses on methods for bringing change to the organization.

### *MGT 425* — *3-12 credits*
***Management Internship***
*Prerequisites:* Junior or senior standing and permission of division chairperson.

Applies varied and analytic techniques for operation of a business. This placement is in a small business or corporate setting. The intern's work is closely supervised by a professional who will provide a variety of assignments to thoroughly acquaint the student with the organization's various functions.

### *MGT 429* — *1-3 credits*
***Advanced Directed Study and Research***
*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of management that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

### *MGT 441* — *3 credits*
***Labor Relations***
*Prerequisite:* MGT 331.

A study of conflict resolution in public and private institutions. Procedures, agencies, legal framework and major economic issues involved in labor management relations. Emphasis is placed on problems of negotiating and implementing a collective bargaining agreement.

### *MGT 498* — *3 credits*
***Management Policies and Strategies***
*Prerequisites:* MGT 301, MGT 412 and junior standing.

The use of top management strategy as an integrating concept of analysis. The course will focus on the identification, evaluation and implementation of effective strategies. Exercise in policy formulation through case studies will supplement lectures.

# *Marketing*

### *MKT 301* — *3 credits*
***Principles of Marketing***

The marketing of goods and services coupled with an integration of functional, commodity and institutional approaches from the viewpoint of both the consumer and the manager.

### *MKT 306* — *3 credits*
***Promotion Management***
*Prerequisite:* MKT 301.

Designed to enable the student to become acquainted with the interrelationships of public relations, advertising and sales. Emphasis is given to the effect and control of the communication process.

### *MKT 329* — *3 credits*
***Directed Study: Readings or Research***
*Prerequisite:* Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of marketing that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### *MKT 354* — *3 credits*
***Principles of Retailing***
*Prerequisite:* MKT 301.

Survey of the basic principles and techniques in retailing. Analysis of economic and social roles of retailing, competitive strategies, efficiency in retailing and essential concepts for retail management.

### *MKT 383* — *3 credits*
***Consumer Behavior***
*Prerequisite:* MKT 301.

Buyer behavior patterns with emphasis on implications for marketing analysis and executive action. How consumers allocate their scarce resources among competitive consumption choices. Relevant psychological and sociological theories are covered along with models of consumer behavior drawn from the marketing literature. Current research is analyzed from a managerial perspective with emphasis on developing effective marketing strategies.

### *MKT 100-400* — *1-3 credits*
***Special Topics***

A variable content course in marketing that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### *MKT 425* — *3-12 credits*
***Marketing Internship***
*Prerequisites:* Junior or senior standing and permission of division chairperson.

Opportunities are available for students to learn marketing techniques of large and small businesses. Activities range from analyzing business conditions in key markets around the world to actual experience in product development, promotion and/or distribution.

### *MKT 429* — *3 credits*
***Advanced Directed Study and Research***
*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of marketing that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

### *MKT 463* — *3 credits*
***International Marketing***
*Prerequisites:* MKT 301 and junior or senior standing.

A systematic treatment of marketing on a global scale. Problems of international companies from a marketing point of view. Concepts, tools and knowledge of the world market environment.

### *MKT 498* — *3 credits*
***Marketing Policies and Strategies***
*Prerequisites:* MKT 301 and junior standing.

The managerial approach using case studies to develop policies and strategies for marketing as a total system. Analysis of underlying forces influencing marketing decision.

# Mathematics

### MAT 101 — 3 credits
**Introduction to Algebra**

A minimum grade of "C" is required in MAT 101 to take a higher numbered course in mathematics. This developmental course does not satisfy a Basic Studies in mathematics.

A course designed to help students improve basic mathematical skills and to build a foundation for algebra. The course will be presented through assigned exercises and testing in the Mathematics Laboratory. Three hours per week.

Topics include whole numbers, rational numbers, proportion, percents, integers, order of operations, exponents, algebraic expressions, linear equations and literal equations. Offered in the Fall and Spring Semesters.

### MAT 121 — 3 credits
**Intermediate Algebra**

*Prerequisite: Satisfactory grade on the Mathematics Placement Test, or MAT 101 with a grade of "C" or better.*

The course is designed to develop in the student the basic algebraic skills needed for more advanced mathematics courses. The course covers all algebraic concepts. Topics include: operations on polynomials, roots and radicals, linear equations and inequalities, quadratic equations, graphing, systems of equations and word problems. Three hours per week. Offered every semester.

### MAT 131 — 3 credits
**College Mathematics**

*Prerequisite: A knowledge of basic algebra equivalent to MAT 121. May be determined by the Mathematics Placement Test.*

Topics include set theory, logic, numeration systems, geometry, counting methods, probability and statistics. Three hours per week. Offered every semester. Recommended for students taking the CLAST examination.

### MAT 141 — 3 credits
**Finite Mathematics**

*Prerequisite: A knowledge of basic algebra equivalent to MAT 121. May be determined by the Mathematics Placement Test. Intended for majors in business.*

Topics in mathematics which are especially applicable to business such as linear models, mathematics of finance, counting methods, probability and statistics. Offered every semester.

### MAT 151 — 3 credits
**College Algebra**

*Prerequisite: A knowledge of basic algebra equivalent to MAT 121. May be determined by the Mathematics Placement Test.*

Topics include radicals, exponents, polynomials, factoring, linear equations, quadratic equations, systems of equations, Cramer's Rule, inequalities, graphs, functions, logarithms and exponential functions. Offered every semester.

### MAT 152 — 3 credits
**College Trigonometry**

*Prerequisite: MAT 151.*

Trigonometric functions, trigonometric functions of real numbers, graphs of trigonometric identities, trigonometric equations, addition formulae and solution of triangles.

### MAT 161 — 3 credits
**Precalculus**

*Prerequisite: MAT 151 or equivalent.*

Topics include matrices, trigonometric functions, trigonometric identities and equations, oblique triangles, complex numbers, partial fractions, sequences and series, and binomial theorem. Intended as a preparation for the first course in calculus, MAT 221 or MAT 231. Offered in the Fall and Spring Semester.

### MAT 221 — 3 credits
**Calculus I**

*Prerequisite: MAT 161.*

Topics from analytic geometry, including graphing of functions and conic sections, limits, derivatives, trigonometric functions, applications of derivatives, integrals, applications of integrals.

### MAT 222 — 3 credits
**Calculus II**

*Prerequisite: MAT 221.*

Review of concepts from analytic geometry, logarithmic and exponential functions, techniques of integration, improper integrals, infinite series, polar coordinates.

### MAT 231 — 4 credits
**Calculus and Analytic Geometry I**

*Prerequisite: MAT 161.*

Analytic geometry, functions, limits, derivatives, applications of derivatives, integrals, applications of integrals. Four hours per week. Offered in the Fall and Spring Semester.

### *MAT 232* — *4 credits*
***Calculus and Analytic Geometry II***
*Prerequisite:* MAT 231.

Trigonometric functions, logarithmic and exponential functions, techniques of integration, conic sections, indeterminate forms, improper integrals, infinite series. Four hours per week. Offered in the Spring Semester.

### *MAT 323* — *3 credits*
***Calculus III***
*Prerequisite:* MAT 222 or MAT 232.

Analytic geometry, vector analysis, partial derivatives, space curves, spherical and cylindrical coordinates, line integrals, multiple integration.

### *MAT 329* — *3 credits*
***Directed Study: Readings or Research***
*Prerequisite:* Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of mathematics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### *MAT 100-400* — *1-3 credits*
***Special Topics***

A variable content course in mathematics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### *MAT 411* — *3 credits*
***Differential Equations***
*Prerequisite:* MAT 222 or MAT 232.

Linear equations of first order and higher, simple non-linear equations, series solutions, systems of linear equations.

### *MAT 429* — *1-3 credits*
***Advanced Directed Study and Research***
*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of mathematics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# *Military Science*

### *MSE 101* — *1 credit*
***Introduction to Military Science***

Introduction to Military Science and an organizational approach to leadership. Relationship between U. S. defense establishment and the federal government; coverage of motivation, human behavior and concepts of military leadership. A weekly two hour laboratory is conducted in conjunction with emphasis on physical "hands on" training.

### *MSE 102* — *1 credit*
***Organization of the Army and ROTC***

Introduction, purpose and history of the Army and the Reserve Officers Training Corps. Introduction to principles of warfare, military structures and political/economical military issues. A weekly two hour laboratory is conducted in conjunction with emphasis on physical "hands on" training.

### *MSE 201* — *1 credit*
***Map Reading and Land Navigation***
*Prerequisite:* MSE 101 or MSE 102.

Study and application of the principles of map reading, military and topographic symbology, terrain evaluation, use of lensatic compass and an introduction to expanded map reading. A weekly two hour laboratory is conducted in conjunction with emphasis on physical "hands on" training.

### *MSE 202* — *1 credit*
***Military Training Management***
*Prerequisite:* MSE 201.

Develops an understanding of concepts involved with instructional methodology, training management and curriculum development in the military.

Actual student preparation and presentation will constitute an integral part of the course. A weekly two hour laboratory is conducted in conjunction with emphasis on physical "hands on" training.

### *MSE 240* — *4 credits*
***Basic Course Internship***
(Fort Knox, Kentucky)

A summer program conducted at Fort Knox, Ky., designed to meet the prerequisites for the advanced program (credit for MSE 100, MSE 101, MSE 200, MSE 201).

### *MSE 321* — *3 credits*
***Fundamentals of Leadership***
*Prerequisite:* MSE 200, MSE 201.

The dual role of the military officer as a leader and manager. Study of the problems of military leadership in the voluntary Army in relation to classical leadership traits and principles and the role of the officer in the various branches of the Army.

### *MSE 322* — *3 credits*
***Requirements of Military Leadership***

Basic knowledge of the demands that are placed on commissioned officers in the United States Army, including a review of the basic military skills essential to success at ROTC Advanced Camp.

### *HTY/POL 330* — *3 credits*
***War and Peace***
(See HTY/POL course description.)

### *MSE 400* — *2 credits*
***Military as a Profession***
*Prerequisite:* MSE 421.

Introduction to Officers' Basic Course. Social Responsibilities and Expectations. Designed to prepare cadets for duty as commissioned officers. Instruction centers around familiarization with the military justice system and the principles of management/leadership.

### *MSE 421* — *3 credits*
***Seminar in Leadership Management***
*Prerequisite:* MSE 322.

Obligations and responsibilities of a commissioned officer with emphasis on application of sound leadership in all situations. Study of uniform Code of Military Justice and its relations to civilian law, fundamentals of both offensive and defensive tactics, and the role of various branches of the Army in tactical operations. Role of the U. S. in world affairs in the 1980s.

# *Music*

### *MUS 102* — *1 credit*
***Class Piano***

Beginning piano for students with little or no experience. Includes music reading, terminology and elementary piano technique. Two meetings per week.

### *MUS 111* — *1 credit*
***Oratorio Chorus***

Performances of vocal literature for large ensembles. Usually one performance each semester. One two-hour rehearsal per week. May be repeated for credit.

### *MUS 112* — *1 credit*
***The Broadway Chorus***

Performance of vocal literature for the Broadway stage. Open to all students. Four one-hour rehearsals per week. May be repeated for credit.

### *MUS 116* — *1 credit*
***Wind Ensemble***

Performance of standard and contemporary literature for wind ensemble. Open to all students. Three one-hour rehearsals per week. Open to all students. May be repeated for credit.

### *MUS 118* — *1 credit*
***Stage Band***

Performance of standard and contemporary literature for jazz band. Two one-hour rehearsals per week. Open to all students. May be repeated for credit.

### *MUS 120, 220, 320, 420* — *1 credit*
***Private Instruction***

Offered in keyboard, voice, brass, percussion, strings, woodwinds and guitar. One 30-minute lesson per week. Open to all students. May be repeated for credit. Semester fee.

### *MSE 121* — *3 credits*
***Music Theory I***

Beginning principles of musical structure and style including analysis, writing and ear training.

### *MUS 122* — *3 credits*
***Music Theory II***

A continuation of MUS 121. Further study in analysis and style. Includes sight singing and ear training.

### *MUS 123* — *3 credits*
***Introduction to Music***

A study of composers and styles of the usual historical periods in music.

### *MUS 221* — *3 credits*
***Music Theory III***

A continuation of MUS 122 with further studies in analysis. Includes study in counterpoint and further training in sight singing and ear training.

### *MUS 222* — *3 credits*
***Music Theory IV***

A continuation of MUS 221 with emphasis on form and analysis.

### *MUS 321* — *3 credits*
***Music History I***

The evolution of musical thought and literature from the Middle Ages to 1600. Three hours per week.

### *MUS 322* — *3 credits*
***Music History II***

The evolution of musical thought and literature from 1600 to the present. Three hours per week.

### *MUS 323* — *2 credits*
***Conducting I***

*Prerequisite:* MUS 121.

Techniques used in conducting vocal and instrumental ensembles. Two hours per week. Offered in alternate years.

### *MUS 324* — *2 credits*
***Conducting II***

*Prerequisite:* MUS 323.

A study of advanced conducting and rehearsal techniques. Interpretation of score and a survey of literature. Two hours per week. Offered in alternate years.

### *MUS 325* — *3 credits*
***Music in the Elementary School***

A study of the objectives, theories and techniques of teaching music in the primary and intermediate grades. Directed observation in the elementary school is required. Fall Semester only.

### *MUS 326* — *3 credits*
***Music in the Secondary School***

A study of theories and techniques of teaching music in the secondary school. Observation in the secondary school is required.

### *MUS 327* — *1 credit*
***Class Instruments - s, w, v, b, p***

Pedagogical study of strings, woodwinds, voice, brass and percussion instruments. Study of capabilities and characteristics of the instruments in a class setting.

### *MUS 328* — *1 credit*
***Chamber Music***

A study of literature for small ensembles of vocalists and instrumentalists. May be repeated for credit. One coaching session per week.

### *MUS 329* — *3 credits*
***Directed Study: Readings or Research***

*Prerequisite:* Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of music that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### *MUS 100-400* — *1-3 credits*
***Special Topics***

A variable content course in music that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### *MUS 429* — *1-3 credits*
***Advanced Directed Study and Research***

*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of music that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

### *MUS 438* — *3 credits*
***Music Theatre Literature***

*Prerequisite:* MUS 123.

A study of significant works for musical theatre, from operetta to contemporary Broadway musical.

# *Oceanography*

### *OCE 201* — *3 credits*
***Introduction to Oceanography***

Introduction to major geological, chemical, physical, biological and ecological principles. Topics include origin of oceans, structure of earth, sea floor spreading, continental drift, salinity, currents, waves, tides, beaches, marine ecosystems, marine organisms and current environmental issues. Oceanographic cruise.

# *Overseas Academic Programs*

### *HUM 110, 210, 310* — *3 or 6 credits*
***International Studies Seminar in Humanities***

Students may take three or six credits and apply three credits (HUM 110) toward the Basic Studies fine arts requirement. HUM 210 and 310 are applicable as elective courses. Required pre-seminar sessions are held during the preceding Spring Semester. The seminar is offered each Summer Session.

### GBA 310, 410 — 3 or 6 credits
***International Studies Seminar in Business***

*Prerequisite:* Junior or senior standing and concentration in business administration field.

Students may apply three or six credits toward electives or certain business concentration requirements in finance (FIN), management (MGT) and marketing (MKT). Required pre-departure sessions are held during the preceding Spring Semester. Independent study following the seminar is required to prepare reports. The seminar is offered each Summer Session.

# Philosophy

### PHI 121 — 3 credits
***Introduction to Philosophy***

An introduction to some of the major issues involved in man's philosophical quest for wisdom; designed to provide an insight into the various perspectives from which these problems have been approached historically.

### PHI 223 — 3 credits
***Logic***

A systematic inquiry into both Aristotelian and modern contributions to the science of logic, emphasizing the compatibility of traditional and symbolic logic.

### PHI 224 — 3 credits
***Ethics***

Concerns man's quest for happiness and the attainment of his ultimate end. Explores a range of value systems from that of Aristotelian-Thomism to existentialism and phenomenology.

### PHI 324 — 3 credits
***Medical Ethics***

Moral problems that arise in the practice of medicine are examined. Various theories about what is good and what is right are considered and related to bio-ethical and socio-ethical issues.

### PHI 328 — 3 credits
***Business Ethics***

A study of general moral principles and their application to various kinds of ethical issues and problems pertaining to business activities and the nature of the corporation in contemporary society.

### PHI 329 — 3 credits
***Directed Study: Readings or Research***

*Prerequisite:* Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of philosophy that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### PHI 331 — 3 credits
***American Philosophy***

An introduction to selected writings of such classical American thinkers as Peirce, James, Dewey and Whitehead.

### PHI 332 — 3 credits
***Philosophy of Man***

A study of man, with particular emphasis on man as a dynamic subject, his freedom and his fundamental attitudes of hatred, indifference, love and justice.

### PHI 333 — 3 credits
***Existentialism***

An analysis of the origins and basic theories of existentialism, including selections from the writings of Kierkegaard, Nietzsche, Heidegger and Sartre.

### PHI 334 — 3 credits
***Philosophy of Science***

A study of the problems of inductive reasoning, the status of observations, laws, theories, theoretical entities and scientific revolutions.

### PHI 336 — 3 credits
***Philosophy of Atheism***

A study of the scientific and humanistic forms of atheism, as proposed by Comte, Feuerbach, Marx, Nietzsche, Freud, Sartre, Merleau-Ponty, Ayer and others. Special attention will be given to the atheistic features present in numerous forms of belief in God.

### PHI 337 — 3 credits
***Philosophy of Art***

A study of theories of art that examine such topics as beauty, creativity, the imagination and the role of art in life.

### PHI 345 — 3 credits
***Contemporary Moral Issues***

Discussion of contemporary moral issues such as sexual equality, racism, censorship, economic justice and population control.

### PHI 364 — 3 credits
***Studies in Jewish Thought***
(Same as REL 364)

Selected topics in Jewish thought, with emphasis on problems, thinkers and movements.

### PHI 366 — 3 credits
***Studies in Oriental Thought***
(Same as REL 366)

Selected topics in Oriental thought, with emphasis on problems, thinkers and movements.

### PHI 100-400 — 1-3 credits
***Special Topics***

A variable content course in philosophy that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### PHI 429 — 1-3 credits
***Advanced Directed Study and Research***
*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of philosophy that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# Physical Education

### PED 101 — 1 credit
***Concepts of Physical Education***

A functional course required of all students that consists of lectures and activity participation. Two hours per week.

### PED 113 — 3 credits
***Introduction to Physical Education***

An introduction to the basic preparation and knowledge needed for the professional teaching program. The course includes observation, information and facts regarding the physical education teaching profession and related areas of career opportunities. It serves as reinforcement of general knowledge related to specific areas of physical education.

### PED 114 — 3 credits
***Introduction to Sports Management***

An introduction to the basic preparation and knowledge needed for the professional program. The course includes observation, information and facts about the sports management profession and related areas of career opportunities. It serves as reinforcement of general knowledge related to specific areas of sports management.

### PED 115 — 3 credits
***Introduction to Recreation and Leisure***

An introduction to the basic preparation and knowledge needed for the professional program. The course includes observation, information and facts about the recreation profession and related areas of career opportunities. It serves as reinforcement of general knowledge related to specific areas of recreation and leisure.

### PED 150-199 — 1 credit each
***Activities***

Each student selects from and engages in individual sports and recreational activities such as bowling, golf, gymnastics, racquetball, tennis, waterskiing and weight training. Two hours per week.

### PED 201 — 1 credit
***Beginning Swimming***
*Prerequisite:* Sophomore standing.

Required of all students. Three hours per week.

### PED 202 — 1 credit
***Intermediate Swimming***
*Prerequisite:* PED 201.

Three hours per week.

### PED 213 — 3 credits
***Practicum: Physical Education***
*Prerequisite:* PED 113.

Designed as an apprenticeship at a selected grade level of physical education. This course will allow students to work with teachers in areas of instruction. May be repeated for credit with approval of the division chairperson.

### PED 214 — 3 credits
***Practicum: Sports Management***
*Prerequisite:* PED 114.

Designed as an apprenticeship in a chosen area of sports management. This course will allow students to experience, through practical application, the aspects required to organize, manage and administer programs. This course may be repeated for credit with approval of the division chairperson.

### PED 215 — 3 credits
**Recreation and Leisure**
*Prerequisite:* PED 115.

The course is designed to allow students to observe the various aspects required to work in, organize, manage and administrate programs in a chosen area of Recreation and Leisure. Students will have a chance to evaluate these areas or fields as they relate to themselves, others and as a future job possibility. This will be done by observation, discussions with program directors, other students and their supervising instructor. The practicum may be done on or off campus and will involve a minimum of four hours a week and a seminar.

### PED 220 — 3 credits
**Motor Development**
*Prerequisites:* PED 113, 114, or 115.

The study of the principles for teaching the basic motor skills to pre-schoolers and children in school. The disciplines of perceptual and motor learning, child growth and development, and the elementary school physical education curriculum serve as the research base.

### PED 224 — 1 credit
**CPR - Basic Life Support**
*Prerequisite:* Sophomore standing.

Designed to prepare students to perform the lifesaving skills of artificial resuscitation, cardiopulmonary resuscitation (basic life support) and obstructed airway procedures in emergency situations (ARC certification available).

### PED 225 — 3 credits
**First Aid and Personal Safety**
*Prerequisite:* Sophomore standing.

Designed to prepare the participants to meet the needs of most situations involving personal safety, emergency first aid care and basic life support.

### PED 301 — 3 credits
**Methods and Content of Elementary Games**
*Prerequisites:* PED 113, 220.

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction, and practical application for the content area of teaching educational games and related skills.

### PED 302 — 3 credits
**Methods and Content of Elementary Dance**
*Prerequisites:* PED 113, 220.

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of teaching dance and related skills.

### PED 303 — 3 credits
**Methods and Content of Elementary Gymnastics**
*Prerequisites:* PED 113, 220.

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of teaching gymnastics and related skills.

### PED 304 — 3 credits
**Methods and Content of Movement Education**
*Prerequisites:* PED 113, 220.

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of teaching movement education and manipulative skills.

### PED 305 — 3 credits
**Physical Education in the Elementary School**
*Prerequisite:* Sophomore standing.

Designed for elementary education concentrators. Emphasis is on teaching skills, reference materials and equipment.

### PED 306 — 3 credits
**Instructional Design and Content of Racquet Sports/Track and Field**
*Prerequisites:* PED 113, sophomore standing.

Designed to prepare the prospective junior high and high school teacher (6-12) with the necessary instructional design and content material for teaching racquet sports and track and field activities. Emphasis is placed upon the mastery of psychomotor skills and methods of instruction with practical application.

### PED 307 — 3 credits
**Instructional Design and Content of Swimming/Golf**
*Prerequisite:* PED 113, sophomore standing.

Designed to prepare the prospective junior high and high school teacher (6-12) with the necessary instructional design and content material for teaching swimming and golf activities. Emphasis is placed upon the mastery of psychomotor skills and methods of instruction with practical application.

### *PED 308* — *3 credits*
***Instructional Design and Content of Personal Fitness/Weight Training***
*Prerequisite:* PED 113, sophomore standing.

Designed to prepare the prospective junior high and high school teacher (6-12) with the necessary instructional design and content material for teaching the personal fitness course (required by the state of Florida) and weight-training activities. Emphasis is placed upon the mastery of psychomotor skills and methods of instruction with practical application.

### *PED 309* — *3 credits*
***Instructional Design and Content of Team Sports and Activities***
*Prerequisite:* PED 113, sophomore standing.

Designed to prepare the prospective junior high and high school teacher (6-12) with the necessary instructional design and content material for teaching team sports and activities. Emphasis is placed upon the mastery of psychomotor skills and methods of instruction with practical application.

### *PED 311* — *3 credits*
***Advanced Lifesaving***
*Prerequisite:* PED 201 or permission of instructor.

Knowledge and skills necessary for saving oneself or others in the event of aquatic emergency. ARC certification available.

### *PED 313* — *3 credits*
***Water Safety Instruction***
*Prerequisite:* PED 311 or permission of instructor.

Examination of the various swimming strokes leading to identification of appropriate methods and techniques for instructing others. ARC certification available.

### *PED 320* — *3 credits*
***Theory and Practice of Coaching***
*Prerequisite:* Junior Standing.

The study of the principles associated with coaching that enable students to scientifically design practice and game regimens and strategy. The disciplines of kinesiology, exercise physiology, motor development, anatomy, physiology, sociology and psychology serve as the research base.

### *PED 321* — *3 credits*
***Sociology of Sport***
*Prerequisite:* Junior standing.

Introduction to the literature of the field, with extensive study of the theories of sport participation. Function and social processes of sport.

### *PED 322* — *3 credits*
***Coaching Football***
*Prerequisite:* Junior standing.

The principles and practices of coaching football, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete.

### *PED 323* — *3 credits*
***Coaching Golf and Tennis***
*Prerequisite:* Junior standing.

The principles and techniques applicable to the teaching and coaching of golf and tennis at various competitive and recreational levels.

### *PED 324* — *3 credits*
***Coaching Basketball***
*Prerequisite:* Junior standing.

The principles and practices of coaching basketball, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete.

### *PED 325* — *3 credits*
***Coaching Baseball***
*Prerequisite:* Junior standing.

The principles and practices of coaching baseball, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete.

### *PED 340* — *3 credits*
***Prevention and Treatment of Athletic Injuries***
*Prerequisite:* Sophomore standing.

An in-depth study of practical experience in the practices and techniques utilized in preventing and/or treating injuries used in teaching physical education, in athletic coaching, in recreational leadership and in intramural supervision.

### *PED 347* — *3 credits*
***First Aid and CPR Instructor***
*Prerequisite:* PED 224 and 225 with current certification.

Designed to prepare the participants to teach and certify students for teaching the ARC "Standard First Aid and Personal Safety" and cardiopulmonary resuscitation courses. First aid knowledge and skills will be reviewed as well as appropriate methods and techniques of instruction. ARC certification available.

### *PED 350* — *3 credits*
***Adaptive Physical Education***
*Prerequisite:* Junior standing.

Theory and practice in developing physical education programs for the temporarily disabled and for those students who seldom take an active part in regular physical education programs.

### *PED 360* — *3 credits*
***School and Community Health Education and Diseases***
*Prerequisite:* Sophomore standing.

Students discuss and research the present health education programs in schools and communities and cover the contemporary view of disease, its etiology, pathophysiology and modern techniques of diagnosis.

### *PED 414* — *1-15 credits*
***Internship: Sports Management***
*Prerequisites:* Junior standing and permission of division chairperson.

An internship to provide the student with additional specialized training and experience in a setting related to student interest.

### *PED 420* — *3 credits*
***Kinesiology***
*Prerequisite:* Sophomore standing.

To prepare physical education majors to enter this field and allied fields, such as athletic training, corrective therapy and health; to understand the application of anatomy and mechanical principles to the area of movement in everyday life and sport activity.

### *PED 425* — *3 credits*
***Physiology of Exercise***
*Prerequisite:* Sophomore standing.

Designed to help the physical education major apply the principles of physiology directly to the fields of physical education, athletic training, corrective therapy and other related areas.

### *PED 434* — *3 credits*
***Seminar in Sports Management***
*Prerequisite:* Senior standing; PED 114, 214, 444.

This course is designed to provide the student with knowledge of fund raising, legal concerns, public relations, facilities development and other such topics. Students discuss current athletic management situations and problems.

### *PED 443* — *3 credits*
***Organization and Administration of Physical Education***
*Prerequisite:* Junior standing; PED 113, 213.

Designed to cover the organization and administrative policies, standards and procedures involved in the physical education teaching profession and related fields. Emphasis on the education perspective and various administrative problems.

### *PED 444* — *3 credits*
***Organization and Administration of Sports Management***
*Prerequisite:* Junior standing; PED 114, 214.

Designed to cover the organization and administrative policies, standards and procedures involved in the sports management profession and related fields. Emphasis on the sports management perspective and various administrative problems.

### *PED 445* — *3 credits*
***Organization and Administration of Recreation***
*Prerequisite:* Junior standing; PED 115 and 215.

Designed to cover the organization and administrative policies, standards and procedures involved in the areas of recreation and leisure profession and related fields. Emphasis on the recreation and leisure perspective and various administrative problems.

# *Physics*

### *PHY 121* — *3 credits*
***Fundamental Concepts of Physics***

A series of topics in physics is presented for students whose major is outside the Division of Natural Science and Mathematics. Fundamental concepts and their impact on our culture and daily life are stressed.

### *PHY 131* — *3 credits*
***Introductory Physics***
*Prerequisite:* MAT 121.

The fundamental concepts of kinematics, dynamics, statics, heat, sound, electricity and magnetism, optics, atomic and nuclear physics, and relativity. A one-semester algebra-based course in physics.

### *PHY 221* — *4 credits*
***General Physics I***
*Prerequisite:* MAT 161.

A study of the fundamental concepts and laws of physics and their applications. Topics considered are mechanics, heat and wave motion. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester.

### *PHY 222* — *4 credits*
***General Physics II***
*Prerequisite:* PHY 221.

This is a continuation of PHY 221 and includes electricity, magnetism, optics and modern physics. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester.

### *PHY 329* — *3 credits*
***Directed Study: Readings or Research***
*Prerequisite:* Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of physics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### *PHY 100-400* — *1-3 credits*
***Special Topics***

A variable content course in physics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### *PHY 429* — *1-3 credits*
***Advanced Directed Study and Research***
*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of physics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# *Police Science*

### *PSC 230* — *6 credits*
***Police Science (Basic Recruit) Academy***

### *PSC 260* — *3 credits*
***Intermediate Police Science Academy***

### *PSC 301* — *3 credits*
***Supervision Academy***

### *PSC 310* — *3 credits*
***Mid-Management***

### *PSC 321* — *3 credits*
***Criminal Law I***

An introduction to due process regulating the activities of police and other components of the criminal justice system. Main topics include laws of search, seizure and arrest; interrogations and confessions; entrapment; the exclusionary rule; and basic trial procedure.

### *PSC 329* — *3 credits*
***Directed Study: Readings or Research***
*Prerequisite:* Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of law enforcement that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### *PSC 100-400* — *1-3 credits*
***Special Topics***

A variable content course in police science that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### *PSC 421* — *3 credits*
***Criminal Law II***

An in-depth research of laws and interpreting of court decisions. The practice of developing an understanding of evidence and procedure and the protective rights of society.

### *PSC 425* — *3 credits*
***Criminal and Delinquent Behavior***

Analysis and consideration of recidivistic, criminal and delinquent behaviors. Includes referral, rehabilitative, mental and custodial agencies available to law enforcement. Course includes visitation and/or seminars in each field.

### *PSC 429* — *1-3 years*
***Advanced Directed Study and Research***
*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of law enforcement that is not covered in regular course offerings. This enrichment experience is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

### *PSC 443* — *3 credits*
***Police Organization and Administration***

An advanced course to examine the various administrative structures of police agencies.

### *PSC 499* — *3 credits*
***Senior Seminar in Criminal Justice***

The culminating work in which current trends, reactions and problems may be simulated and discussed.

# Political Science

### POL 121 — 3 credits
**Introduction to Politics**

An introduction to politics by means of an examination of the perennial questions of politics, contemporary political events and issues, as well as different political orders.

### POL 123 — 3 credits
**The Law and Society**

A study of the law and its application to or effect upon all aspects of our society. An insight into sources and the kinds of law, court systems, crimes, property and personal rights, contracts, and laws affecting marriage and the family.

### POL 223 — 3 credits
**American Federal Government**

An introduction to the basic principles and processes of American national government, including federalism, representation, separation of powers, checks and balances, the committee system, the electoral college, political parties and judicial review. Emphasis is placed on understanding the Constitution and the intention of the framers, although modern developments and contemporary policy issues are not neglected.

### POL 224 — 3 credits
**American State and Local Government**

An inquiry into the theory and practice of federalism and a survey of the various political subcultures and institutions of state government are followed by a philosophic treatment of the major political issues facing local government today.

### POL 311 — 3 credits
**Political Theory I**

A detailed treatment of selected works of classical political philosophy, including such important authors as Plato, Aristotle, Cicero, St. Augustine and St. Thomas. Selections and themes may vary.

### POL 312 — 3 credits
**Political Theory II**

A detailed treatment of selected works of modern political philosophy, including such important authors as Machiavelli, Hobbes, Locke, Rousseau, Marx and Nietzsche. Selections and theme may vary. Recent political thinkers such as Herbert Marcuse, Hannah Arendt and John Rawls may be included.

### POL 320 — 3 credits
**Methods of Social Research**

(Same as PSY 320 or SOC 320)
*Prerequisite:* PSY 223 or GBA 325.

An analysis of research methods in social science; training in techniques and materials of research; individual studies of social situations.

### POL 323 — 3 credits
**Comparative Politics**

*Prerequisite:* POL 121.

A study of various political systems, particularly the Soviet Union, the United Kingdom, China and Germany, along with the problems associated with a comparative approach.

### POL 324 — 3 credits
**The Politics of Developing Nations**

*Prerequisite:* Junior standing or permission of instructor.

An analysis of the relations between the United States and the developing nations of the world, with emphasis on the post-World War II period.

### POL 325 — 3 credits
**Public Administration**

*Prerequisite:* Junior standing or permission of instructor.

An analysis of the nature of public administration, its structures and limitations; staff organization and chain of command; unemployment policies and personnel training and management; employees, organizations and public relations.

### POL 326 — 3 credits
**United States Constitutional Law I**

*Prerequisite:* POL 223 or permission of instructor.

A study of the historical development and expansion of judicial power, with emphasis on leading cases relative to judicial review, congressional and legislative powers, federalism, commerce, taxation and economic due process.

### POL 327 — 3 credits
**United States Constitutional Law II**

*Prerequisite:* POL 223 or permission of instructor.

A survey of constitutional rights and liberties, with emphasis on current problems and cases in the areas of equal protection, criminal procedure, freedom of press and speech and freedom of religion.

### POL 329 — 3 credits
**Readings in Political Science**

(Same as HTY 329)
*Prerequisite:* Junior standing or permission of the instructor.

Readings, group discussion and writing on such issues as Machiavelli, comparative revolutions, the causes of the American Civil War, historical myths and related topics.

### POL 330 — 3 credits
***War and Peace***
(Same as HTY 330)
*Prerequisite:* Junior standing or permission of instructor.

A historical survey course covering the period from the ancient to the modern world. Primary attention is focused on American military history: however, Roman military strategy, warfare in the Middle Ages and the Napoleonic Wars are included. In addition, students are introduced to war gaming.

### POL 100-400 — 3 credits
***Special Topics***

A variable content course in political science that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the presidency, the judicial process, or other special topics. Topic to be covered is announced in advance of registration.

### POL 412 — 3 credits
***Political Ideologies***
*Prerequisites:* POL 311, 312.

A description and analysis of the practical application of trends of political thought. The course will examine such basic ideas as democracy in all its shades and authoritarian and totalitarian political thought, including communism, national socialism and fascism.

### POL 421 — 3 credits
***Political Geography***
(Same as GEO 421)
*Prerequisite:* GEO 221 or permission of instructor.

An analysis of the geographical factors upon the political development of the world. Special emphasis upon the use of maps.

### POL 422 — 3 credits
***Congress, the Presidency and the Party System***
*Prerequisite:* POL 223.

A detailed study of the legislative and executive branches of the federal government. This course also surveys the functioning of the federal bureaucracy as an area of mixed and overlapping powers. Included is an inquiry into the origin, nature and function of American political parties.

### POL 423 — 3 credits
***International Relations***
*Prerequisite:* Junior standing or permission of instructor.

An analysis of the relations among subnational, national and supranational factors: foreign policy formation. Problems and developments of international politics and organizations.

### POL 424 — 3 credits
***International Political Economy***
(Same as ECO 424)
*Prerequisite:* ECO 201.

An exploration of the linkages between politics and economics in international affairs; emphasis on developments since 1945 and such topics as political risk analysis in international business, interdependence and U. S. economic foreign policy.

### POL 425 — 3-6 credits
***Pre-Law Seminar***
*Prerequisite:* Senior standing in pre-law or permission of instructor.

Analysis of the legal process, extensive readings, and when offered for six credits, supervised field study with practicing attorneys.

### POL 429 — 1-3 credits
***Advanced Directed Study and Research***
*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of political science that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

### POL 450 — 12-15 credits
***Government Internship***
*Prerequisites:* Junior standing; POL 121, 223 and 224 or permission of instructor.

Supervised field placement giving students an opportunity to work in government agencies for approximately 40 hours per week for 16 weeks. Placements are available in all areas of state government including cabinet and legislative affairs, management review and improvement, status of women, planning and budgeting and minority affairs. Placements are available through the Florida Governor's Internship Program and are contingent on acceptance by the agency involved.

### POL 499 — 3 credits
***Senior Seminar in Political Science***
*Prerequisite:* Senior standing in political science.

Directed research and the development and presentation of a senior thesis on a significant issue in political science or detailed readings on a significant single theme.

# Psychology

### PSY 101 — 1 credit
***Seminar on Self-Awareness***

This course is designed to enhance the student's awareness of self. Attention is given to study habits and self-image improvement. This is a pass/fail course.

### PSY 110 — 1 credit
***Career Exploration***

Orientation to college life and career choice. In some cases, this course emphasizes the adjustment from military to civilian life. This is a pass/fail course.

### PSY 121 — 3 credits
***Introduction to Psychology***

A survey of the major areas in psychology. Principal topics covered are: physiological bases of behavior, personality, mental disorders and treatment, social influences and other basic issues. The course introduces students to the broad spectrum of theories used in understanding human behavior.

### PSY 122 — 3 credits
***Psychology of Adjustment***

An overview of psychological theories and principles related to human adjustment, including effective and ineffective coping behaviors.

### PSY 221 — 3 credits
***Human Growth and Development***

(Same as EDU 221)

### PSY 223 — 3 credits
***Statistics for the Social Sciences***

(Same as SOC 223)

*Prerequisite:* One course in mathematics other than MAT 101.

Descriptive and inferential methods of statistical analysis emphasizing measures of central tendency, measure of variability, frequency distributions, correlation and parametric and nonparametric tests of statistical significance. Inferential techniques include z and t-tests for single samples, t-tests for independent and correlated samples, confidence intervals, ANOVA, Pearson r, Spearman r and Chi Square.

### PSY 228 — 3 credits
***Social Psychology***

*Prerequisite:* PSY 121 or permission of instructor.

A study of the perceptions, attitudes, personality, motivations and behavior of the individual as a function of social situations. Emphasis on theory, research and application.

### PSY 318 — 3 credits
***The Life Cycle***

(Same as SWK 318)

*Prerequisite:* PSY 121, SOC 121 or SWK 121.

A study of human behavior and development as it is influenced by multiple factors in the social environment throughout the various stages of the life cycle from birth to death.

### PSY 319 — 3 credits
***Human Behavior in Stress and Crisis***

(Same as SWK 319)

*Prerequisite:* PSY 121 or SWK 121.

A study of the nature of stress, its physical and psychological effects on individual and group behavior; individual and social approaches to managing stress; and an introduction to the theory and practice of crisis intervention techniques.

### PSY 320 — 3 credits
***Methods of Social Research***

(Same as POL 320 and SOC 230)

*Prerequisite:* PSY 223 or GBA 325.

Analysis of research methods in social science; training in techniques and materials of research; and the conducting of social research projects.

### PSY 321 — 3 credits
***Psychological Tests and Measurements***

*Prerequisites:* PSY 121 and 223.

A review of standard tests and questionnaires used to evaluate ability, achievement and personality. Projects in constructing, administering, scoring and interpreting individual and group tests.

### PSY 322 — 3 credits
***Physiological Psychology***

*Prerequisite:* PSY 121.

The structure and function of the central nervous system as related to emotion, motivation, learning and theory of brain functions.

### PSY 324 — 3-4 credits
***Experimental Psychology***

*Prerequisites:* PSY 121 and 223.

The application of major scientific research methods and strategies to psychology. Offered for four credits when taken with a laboratory.

### PSY 327 — 3 credits
***Abnormal Psychology***

*Prerequisite:* PSY 121.

A review of the historical and current scientific approaches to the study of abnormal behavior, emphasizing theories of causation, symptomatology and treatment.

### *PSY 328* — *3 credits*
***Psychopharmacology***
*Prerequisite:* Junior standing or permission of instructor.

A study of the principal narcotics and an analysis of their physiological, psychological and sociological impact.

### *PSY 329* — *3 credits*
***Readings in Psychology***
*Prerequisite:* Junior standing or permission of instructor.

Readings, group discussion and writing on major works and issues in psychology.

### *PSY 331* — *3 credits*
***Interviewing and Counseling Skills***
*Prerequisites:* PSY 121 and junior standing or permission of instructor.

This course provides students with a basic framework of skills in the area of interpersonal communication for use in clinical settings and in a wide spectrum of human service settings.

### *PSY 335* — *3 credits*
***Psychology of Women***
*Prerequisite:* PSY 121.

An analysis of the body of psychological literature that attempts to explain the personality and behavior of women. Topics covered include employment concerns, victimization, biological factors and gender differences in personality development, interpersonal relationships and child-rearing practices.

### *PSY 340* — *3 credits*
***Small Group Processes***
(Same as SWK 340)
*Prerequisite:* PSY 121 or SWK 121.

A study of group work as related to personality adjustment. The theory and practice of group work is studied and practiced.

### *PSY 351* — *3 credits*
***Wilderness Counseling***

A survey of the major concepts and practices of contemporary therapeutic systems, addressing the basic issues in counseling practice, including ethical issues and the counselor as a person. Special attention will be paid to crisis intervention techniques and the utilization of the wilderness setting as an adjunct to the counseling process.

### *PSY 100-400* — *1-3 credits*
***Special Topics***

A variable content course in psychology that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as specific counseling theories, the aging process, or other special topics. Topic to be covered is announced in advance of registration.

### *PSY 422* — *3 credits*
***Psychology of Learning***
*Prerequisite:* PSY 324 or permission of instructor.

A study of the significant concepts and experimental methods of learning. Topics include past and current research and theory on classical and instrumental conditioning, extinction processes, schedules of reinforcement, generalization and discrimination, verbal learning and memory.

### *PSY 423* — *3 credits*
***Educational Psychology***
*Prerequisite:* PSY 121.

Understanding of the applications of psychological principles to the educational process.

### *PSY 425* — *15 credits*
***Practicum in Psychology***
*Prerequisites:* Senior standing in psychology; PSY 499 and approval by the Psychology Practicum Committee.

Supervised field placement giving students an opportunity to work in local agencies with individuals and groups for approximately 40 hours per week for 12 weeks. Placements are available in such facilities as psychiatric hospitals, youth services and mental health clinics. Additional attendance at a weekly seminar is required.

### *PSY 427* — *3 credits*
***Personality Theory***
*Prerequisites:* PSY 121 and junior standing or permission of instructor.

A review of the major historical and contemporary personality theories that attempt to explain and describe human behavior.

### *PSY 428* — *3 credits*
***Counseling Principles and Practices***
(Same as SWK 428)
*Prerequisites:* PSY 327, 427 and PSY 331 or SWK 331 or permission of instructor.

An examination of theory and practice in counseling. Professional and ethical issues are considered.

### *PSY 429* — *1-3 credits*
***Advanced Directed Study and Research***
*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of psychology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

### *PSY 431* — *3 credits*
***Psychopathology of Children and Adolescents***
*Prerequisite:* PSY 327.

The study of the causes, symptoms and treatment of abnormal behaviors in childhood and adolescence. Emphasis on understanding disorders within a developmental framework.

### *PSY 432* — *3 credits*
***Psychology of Motivation***
*Prerequisites:* PSY 324 and junior standing or permission of instructor.

A review of the major theories that attempt to explain motivated behavior from a physiological, cognitive, social, environmental and/or learning point of view.

### *PSY 433* — *3 credits*
***Sensation and Perception***
*Prerequisite:* PSY 121.

A study of sensory and perceptual phenomena, including all basic sensory systems and such topics as pain perceptions, illusions and hallucinations, sensory deprivation, color vision and color blindness, deafness, sensory-motor development and altered states of consciousness.

### *PSY 440* — *3 credits*
***Small Group Leadership***
(Same as SWK 440)
*Prerequisite:* PSY 340 and permission of instructor.

Advanced study of the theory and process of group dynamics. Emphasis on the development of skills and techniques for effective group leadership. Four hours per week.

### *PSY 451* — *3 credits*
***Group Dynamics***

Principles of group behavior and techniques. Emphasis on experiential training. The group provides its own data, supplemented by lectures, readings and exercises in the development of group interactive skills.

### *PSY 499* — *3 credits*
***Senior Seminar in Psychology***
*Prerequisite:* Senior standing in psychology.

Directed research and the development and presentation of a critical review of the literature on a significant topic in psychology.

# *Religious Studies*

### *REL 110* — *3 credits*
***Catholicism***

An introduction to basic Catholic beliefs and values and a study of the various ways Catholics have responded to challenges to religious faith posed by contemporary cultural developments.

### *REL 124* — *3 credits*
***Introduction to the Old Testament***

A basic introduction to the literature and theology of the Jewish Scriptures.

### *REL 125* — *3 credits*
***Introduction to the New Testament***

A basic introduction to the literature and theology of the Christian Scriptures.

### *REL 131* — *3 credits*
***Introduction to Religion***

An introduction to the principal issues involved in understanding the nature of religion and evaluating its relevance in today's world.

### *REL 141* — *3 credits*
***Introduction to Judaism***

A study of Jewish theology, worship and history, including the impact of the state of Israel and the Holocaust on Jewish faith.

### *REL 223* — *3 credits*
***Religions of the World I: Western Religions***

A study of Western religions, including religions of non-literate societies and ancient religions, Judaism, Christianity and Islam.

### *REL 224* — *3 credits*
***Religions of the World II: Eastern Religions***

A study of Eastern religions, including Hinduism, Buddhism, Confucianism, Taoism and the religions of Japan.

### *REL 323* — *3 credits*
***New Religions***

Studies various new religions that have had an impact on American life recently, such as the Unification Church, Krishna Consciousness, the Divine Light Mission, Transcendental Meditation, Scientology and Zen Buddhism.

### *REL 324* — *3 credits*
***Studies in Christian Thought***

A survey of classical Christian writings from the Patristic, Reformation and Post-Reformation periods, dealing with such authors as Augustine,

Luther, Calvin, Rahner and Tillich. Offered alternate years.

### *REL 325* — *3 credits*
***The Gospels of Matthew, Mark and Luke***

A study of the three "synoptic" gospels: how the gospels were developed, how they relate to the historical Jesus and their theological significance.

### *REL 326* — *3 credits*
***The Gospel of John and Related Writings***

John's gospel and epistles studied in detail, with particular emphasis on the theological content.

### *REL 327* — *3 credits*
***The Life and Writings of Paul***

The life of Paul and a study of his writings. Problems of law and freedom, faith and works, the idea of the church, early Christian worship.

### *REL 329* — *3 credits*
***Directed Study: Readings or Research***

*Prerequisite:* Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of theology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### *REL 331* — *3 credits*
***Religion and Personal Experience***

A study concentrating on 20th-century autobiographical examples of the variety and ways in which people have found religious meaning in life.

### *REL 333* — *3 credits*
***Survey of Christian Theology I***

Christian theology from the time of Jesus to the Reformation. Offered in alternate years.

### *REL 334* — *3 credits*
***Survey of Christian Theology II***

Christian theology from the Reformation to the present. Offered alternate years.

### *REL 335* — *3 credits*
***The Torah***

Source, form and redaction criticism of the first five books of the Jewish Scriptures and an investigation of the place of the Torah in Israel's life.

### *REL 336* — *3 credits*
***Historical Books***

A study of Joshua, Judges, Ruth, I and II Samuel, I and II Kings, I and II Chronicles, Ezra (Toblit and Judity optional). The Jewish view of history and how the Jews remembered the past for what it had to say to their present lives.

### *REL 337* — *3 credits*
***Prophetic Writings***

A study of Isaiah, Jeremiah, Lamentations, Ezekiel, Daniel and the "Twelve" (Baruch I and II, Maccabees optional), and an investigation of the phenomenon of prophecy and its historical setting in Israel.

### *REL 338* — *3 credits*
***Poetry and Wisdom Literature***

Job, Psalms, Proverbs, Ecclesiastes and the Song of Solomon (Wisdom of Solomon and Wisdom of Ben Sirach optional). A study of the literary qualities, individual experiences and institutional settings that created these writings.

### *REL 345* — *3 credits*
***Christian Social Ethics***

An examination of Christian social teachings, particularly as they relate to institutionalized injustice and the concepts of liberty, peace and justice.

### *REL 351* — *3 credits*
***Theological Aspects of Marriage***

A study of the biblical and theological foundations of the Christian view of marriage and sexuality and a consideration of contemporary issues in the light of Christian values.

### *REL 357* — *3 credits*
***Women in the Church***

A study of the contributions of women to Christian life from the time of Christian origins to the present and an analysis of the current situation and problems of women in the Church.

### *REL 364* — *3 credits*
***Studies in Jewish Thought***

(Same as PHI 364)

Selected topics in Jewish thought, with emphasis on problems, thinkers and movements.

### *REL 366* — *3 credits*
***Studies in Oriental Thought***

(Same as PHI 366)

Selected topics in Oriental thought, with emphasis on problems, thinkers and movements.

### *REL 100-400* — *3 credits*
***Special Topics***

A variable content course in religious studies that is designed for a special class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### *REL 424* — *3 credits*
***Death and the Meaning of Life***

People's awareness of their mortality and how it affects their life and culture. Sources of courage in the face of death are considered.

### *REL 429* — *1-3 credits*
***Advanced Directed Study and Research***

*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of theology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

### *REL 430* — *3 credits*
***The Benedictine Tradition***

The course is a study of the Benedictines and their contributions to the development of Western culture and Christian life.

### *REL 431* — *3 credits*
***Liturgy***

A study of Christian worship and sacramental theology. Three hours per week.

### *REL 432* — *3 credits*
***Christian Spirituality***

Christian perspectives on spirituality and its place in contemporary life. May include an emphasis on particular traditions (such as the Benedictine) and practical instruction.

### *REL 433* — *3 credits*
***The Second Vatican Council***

A study of the documents of the Second Vatican Council with a view to teaching their significance in the process of the revision of emphases and changes in pastoral outlook provoked by the Council. Offered alternate years.

### *REL 489* — *3 credits*
***Methods and Materials in Secondary Religious Education***

Catechetical methods, resources and media for teaching religion at the secondary school level. Field experience scheduled.

# *Restaurant and Hotel Management*

### *RHM 220* — *3 credits*
***Introduction to Restaurant and Hotel Management***

A study of the hospitality industry, emphasizing its history, traditions and career opportunities. The duties and responsibilities of entry-level positions will be covered.

### *RHM 222* — *3 credits*
***Food Fundamentals***

An examination of the causes and prevention of food spoilage and food-borne diseases. Emphasis will be given to regulations and NIFI certifications, the importance of chemicals and the role of safety.

### *RHM 320* — *3 credits*
***Purchasing***

A study of the purchasing functions, specifications and forms, controls and typical products. Topics include management skills and considerations, guest demands, food and beverage controls and policies and inventory maintenance.

### *RHM 330* — *3 credits*
***Food Production Management***

*Prerequisite:* RHM 222.

Food production techniques are analyzed in regard to the regulation and specifications of the consumer goods industry. Laboratory work in food and beverage preparation, service and procedure is conducted.

### *RHM 425* — *3 credits*
***Restaurant and Hotel Management Internship***

*Prerequisite:* Permission of program director.

Supervised practical experience in industry positions. Emphasis is placed on food production techniques, developing good work habits, supervisory skills and management policies and procedures.

### *RHM 498* — *3 credits*
***Seminar in Restaurant and Hotel Management***

*Prerequisite:* 90 semester hours.

An analysis of the layout and design of a restaurant or hotel operation. Emphasis is placed on cost-volume profit predictions. Students are also expected to participate in campus activities offering supervisory and management opportunities. Open to Restaurant and Hotel Management majors only.

# Social Work

### SWK 121 — 3 credits
***Introduction to Social Work***

An introductory study of major areas of practice to provide understanding and appreciation of social work. The course includes a brief history and philosophy of social welfare and social institutions. The student is introduced to career opportunities within the field of social welfare.

### SWK 318 — 3 credits
***The Life Cycle***

(Same as PSY 318)
*Prerequisites:* SOC 121, SWK 121, or PSY 121.

A study of human behavior and development as it is influenced by multiple factors in the social environment throughout the various stages of the life cycle from birth to death.

### SWK 319 — 3 credits
***Human Behavior in Stress and Crisis***

(Same as PSY 319)
*Prerequisite:* PSY 121 or SWK 121.

A study of the nature of stress, its physical and psychological effects on individual and group behavior; individual and social approaches to managing stress; and an introduction to the theory and practice of crisis intervention techniques.

### SWK 329 — 3 credits
***Directed Study: Readings or Research***

*Prerequisite:* Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of social work that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### SWK 331 — 3 credits
***Interventive Skills***

*Prerequisites:* SWK 121 and junior standing in social work.

This course is designed to give the social work concentrator a beginning repertoire of interventive skills. Emphasis is placed upon basic communication skills and upon on-going critiquing of student performance. Role playing and video taping are used extensively. Includes a non-credit laboratory one hour per week.

### SWK 332 — 3 credits
***Pre-Internship***

*Prerequisites:* Junior standing in social work, SWK 121 and concurrent enrollment in SWK 333.

This course is designed to allow the social work concentrator practical experience within a social service agency for a minimum of six hours a week. Includes an integrative seminar 1 1/2 hours per week.

### SWK 333 — 3 credits
***Methods of Social Work Practice I***

*Prerequisites:* Junior standing in social work and SWK 121.

A systems approach to the solving of human problems. Emphasizes the development of a theoretical base for social work practice with individuals and families.

### SWK 334 — 3 credits
***Methods of Social Work Practice II***

*Prerequisites:* Junior standing in social work and SWK 121.

Emphasis on the development of advanced skills and knowledge of problem solving techniques for use with small groups. Focus on both task and treatment groups and approaches intended for use with a broad segment of social work clients.

### SWK 335 — 3 credits
***Community Organization***

*Prerequisites:* Junior standing in social work and SWK 121.

Examination of the various models of community organization: social planning, social action and community development, as well as the many roles social workers occupy in community work. Primary focus is on the identification and development of community resources.

### SWK 340 — 3 credits
***Small Group Processes***

(Same as PSY 340)
*Prerequisite:* PSY 121 or SWK 121.

A study of group work as related to personality adjustment. The theory and practice of group work is studied and demonstrated.

### SWK 100-400 — 3 credits
***Special Topics***

A variable content course in social work that is designed for a specific class level: freshman (100) through senior (400). A study and discussion of the characteristics and problems of a specific group, such as the aged, the addicted, the mentally retarded, or the handicapped; school related problems; or the broad study of human services in mental health. Topic to be covered is announced in advance of registration.

### SWK 423 — 3 credits
***Social Welfare Policy I***

*Prerequisite:* Junior standing.

A description of the major components of the social welfare system in the United States. This course includes the historical development and philosophy behind our present social welfare system and uses current social welfare programs as examples.

### SWK 424 — 3 credits
***Social Welfare Policy II***
*Prerequisite:* SWK 423.

A study of the various theoretical frameworks used to evaluate social welfare policy. The course asks students to look at and compare social welfare programs in the United States and in other societies.

### SWK 425 — 15 credits
***Field Placement in Social Work***
*Prerequisites:* Senior standing in social work; SWK 333 and 334 and approval by the Social Work Field Placement Committee.

Supervised field placement giving students an opportunity to work in local agencies with individuals, families, groups and communities for a minimum of 416 hours. Placements are available in such settings as schools, hospitals, mental health clinics, nursing homes, social welfare and juvenile facilities. Includes a required weekly seminar for integrating theory with social work practice.

### SWK 428 — 3 credits
***Counseling Principles and Practices***
(Same as PSY 428)
*Prerequisites:* PSY 327, 427 and PSY 331 or SWK 331, or permission of instructor.

An examination of theory and practice in counseling. Professional and ethical issues are considered.

### SWK 429 — 1-3 credits
***Advanced Directed Study and Research***
*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of social work that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

### SWK 440 — 3 credits
***Small Group Leadership***
(Same as PSY 440)
*Prerequisites:* SWK 340 and permission of instructor.

Advanced study of the theory and process of group dynamics. Emphasis on the development of skills and techniques for effective group leadership.

# Sociology

(Including Criminology)

### SOC 121 — 3 credits
***Introduction to Sociology***

A survey of the major issues and ideas in sociology, including basic concepts and theories, as well as an examination of major social institutions, the dynamics and processes of social interaction and the structure and organization of social groups.

### SOC 222 — 3 credits
***Social Problems***

An introduction to such contemporary social problems as poverty, unemployment, energy, pollution, sexual deviance, delinquency, drugs and alcohol. Emphasis will be placed on underlying causes and on pointing the way to solutions.

### SOC 223 — 3 credits
***Statistics for the Social Sciences***
(Same as PSY 223)
*Prerequisite:* One course in mathematics other than MAT 101.

Descriptive and inferential methods of statistical analysis emphasizing measures of central tendency, measures of variability, frequency distributions, correlation, and parametric and nonparametric tests of statistical significance. Inferential techniques include z and t-tests for single samples, t-tests for independent and correlated samples, confidence intervals, ANOVA, Pearson r, Spearman r and Chi Square.

### SOC 320 — 3 credits
***Methods of Social Research***
(Same as POL 320 and PSY 320)
*Prerequisite:* SOC 223 or GBA 325.

An analysis of research methods in social science; training in techniques and materials of research; and the conducting of social research projects.

### SOC 321 — 3 credits
***Social Organization***
*Prerequisite:* SOC 121.

A sociological analysis of organizations, the goals they are structured to serve, their structures and the manner in which organizations interact with their environment.

### SOC 322 — 3 credits
***Race and Ethnicity in American Culture***
(Same as HTY 322)
*Prerequisite:* SOC 121 or permission of instructor.

An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on the minorities,

such as Blacks, Mexican-Americans, Puerto Ricans, Orientals, American Indians.

### *SOC 323* — *3 credits*
***Sociological Theory***
*Prerequisite:* SOC 121.

An analysis of the fundamental principles underlying social theory and an evaluation of major sociological theories, both classical and contemporary.

### *SOC 324* — *3 credits*
***Marriage and the Family***
*Prerequisite:* SOC 121.

A pragmatic study of marriage and the family with the major focus on preparation for marriage.

### *SOC 325* — *3 credits*
***Urban Sociology***
*Prerequisite:* SOC 121.

An analysis of the major issues confronting modern industrial, urbanized societies.

### *SOC 326* — *3 credits*
***Criminology***
*Prerequisite:* SOC 121 or POL 123.

An interdisciplinary investigation into the causes and patterns of criminal and deviant behavior.

### *SOC 327* — *3 credits*
***Cultural Anthropology***
*Prerequisite:* SOC 121.

An examination of the concept of culture through a study of the range of human societies, including a disciplined reflection upon American culture.

### *SOC 328* — *3 credits*
***Drugs, Society and Human Behavior***
*Prerequisites:* SOC 121 or PSY 121 or junior standing and permission of the instructor.

An interdisciplinary approach will be taken in analyzing the biological, psychological and social forces that influence the use of psychoactive substances (both legal and illegal), as well as in studying the effects that use of these substances have on human nervous systems, behaviors and society.

### *SOC 329* — *3 credits*
***Directed Study: Readings or Research***
*Prerequisite:* Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of sociology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### *SOC 331* — *3 credits*
***Social Change***
*Prerequisite:* SOC 121 or permission of instructor.

A study of the underlying principles of social change and social transformation. It includes a detailed analysis of the relationship between personal experience of change and larger sociohistoric changes.

### *SOC 335* — *3 credits*
***Women in American Society***
(Same as HTY 335)

An examination of the roles of women both from a historical and a contemporary perspective with the objectives of understanding what it means to be female in America.

### *SOC 336* — *3 credits*
***American Criminal Justice System***
*Prerequisite:* SOC 121 or POL 123.

A comprehensive overview of criminal justice decision making, law enforcement, lawyers and courts, crime prevention, decriminalization and corrections.

### *SOC 100-400* — *1-3 credits*
***Special Topics***

A variable content course in sociology or criminology that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the American Indian community corrections or other special topics. Topic to be covered is announced in advance of registration.

### *SOC 421* — *3 credits*
***Juvenile Delinquency***
*Prerequisites:* Junior standing and SOC 326 or permission of instructor.

An examination of deviant juvenile behavior in terms of theory, methods of analysis, prevention and treatment.

### *SOC 424* — *3 credits*
***Family Analysis***
*Prerequisites:* Junior standing and SOC 121.

Theory of interpersonal relations and interaction in the modern family. Analysis of role and function.

### *SOC 425* — *15 credits*
***Field Placement in Criminology***
*Prerequisites:* Senior standing in criminology and approval by the Criminology Field Placement Committee.

Supervised field placement giving students an opportunity to work in local agencies for approximatley 40 hours per week for 12 weeks. Placements are available in such areas as law enforcement agencies and the offices of the state attorney and public defender.

### SOC 429 — 3 credits
***Advanced Directed Study and Research***
*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of sociology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

### SOC 430 — 3 credits
***Penology***
*Prerequisites:* Junior standing and SOC 326, or permission of instructor.

The historical and contemporary analysis of penal systems and reformatories in terms of organization, procedures, programs and effectiveness.

### SOC 451 — 3 credits
***Camp Organization and Administration***

The structure and organization of a therapeutic wilderness camp and the functions of the administrative staff in relation to the objectives of the program; emphasis on administrative problems through analyses of cases studies.

### SOC 499 — 1-3 credits
***Senior Seminar***
*Prerequisite:* Senior standing sociology or criminology.

The integration of concepts within the fields of sociology or criminology.

# Speech

### SPH 221 — 3 credits
***Fundamentals of Speech***

Study of the fundamental principles of public speaking, including practice in the preparation and delivery of extemporaneous speeches.

### SPH 223 — 3 credits
***Phonetics and Articulation***

Study of the scientific bases of voice and speech; analysis of the phonetic structure of our speech and language through application of the International Phonetic Alphabet.

### SPH 325 — 3 credits
***Introduction to Speech Disorders***
(Same as EDU 325)
*Prerequisite:* SPH 223 or permission of instructor.

The nature, causes and treatment of certain speech disorders, such as defective articulation, stuttering, cleft palate and voice disorders.

### SPH 329 — 3 credits
***Directed Study: Readings or Research***
*Prerequisite:* Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of speech that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### SPH 331 — 3 credits
***Discussion and Debate***

The study and application of reasoning and evidence as used in public deliberation.

### SPH 100-400 — 1-3 credits
***Special Topics***

A variable content course in speech that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### SPH 429 — 1-3 credits
***Advanced Directed Study and Research***
*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of speech that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# Theatre

### THE 110 — 1 credit
***College Theatre***

Open to all students and qualified townspeople. Participation in play production. May be repeated for credit.

### THE 121 — 3 credits
***Introduction to Theatre and Drama***

Investigates the imaginative processes involved in creating theatre. Emphasizes dramatic literature in performance and examines roles of playwright, director, actor, designer and theatre architect.

### THE 123 — 3 credits
***Stagecraft***

The theory and practice of building, painting, rigging and shifting scenery; construction and use of properties familiarizes students with lighting instruments and their control. Six hours per week.

### THE 223 — 3 credits
***Acting I***

A workshop in the fundamentals of acting in which the beginning steps in creating a role are introduced. Offered in odd-numbered years.

### THE 224 — 3 credits
***Acting II***

*Prerequisite:* THE 223.

A workshop in the problems of acting that continues work begun in THE 223 and introduces techniques of characterization and style. Offered in odd-numbered years.

### THE 241 — 1 credit
***Improvisation***

Experimentation and imagination in creating a role. Two hours per week. Offered as needed.

### THE 242 — 1 credit
***Stage Make-Up***

Techniques of stage make-up, including special effects, shading, coloring; use of various materials for creating character and age. Two hours per week. Offered in even-numbered years.

### THE 243 — 1 credit
***Voice for the Stage***

Examining the potential of voice in creating a role; freeing the natural voice. Two hours per week. Offered in even-numbered years.

### THE 244 — 1 credit
***Stage Movement***

Examining the potential of stage movement in creating a role; becoming aware of body-mind coordination. Two hours per week. Offered as needed.

### THE 321 — 3 credits
***Directing I***

*Prerequisite:* THE 121.

Development of the director's role from the first reading of a script to its actual performance. Each student directs a series of scenes for performance in College Theatre. Offered in even-numbered years.

### THE 322 — 3 credits
***Directing II***

*Prerequisite:* THE 321.

A continuation of work begun in THE 321. Each student directs a one-act play for performance in the College Theatre. Required laboratory.

### THE 323 — 4 credits
***Technical Production***

*Prerequisite:* THE 121, 123.

Advanced technical practice in scenery, lighting and design. Students design scenery and lighting and are assigned major crew responsibilities for College Theatre productions. Four hours per week. Required laboratory.

### THE 324 — 3 credits
***Styles of Acting***

*Prerequisites:* THE 121, 223, 224.

A workshop examination of acting problems related directly to various styles of drama, possibly including work on the Greeks, Shakespeare, Moliere and others. Students perform scenes from different eras.

### THE 325 — 6 credits
***Theatre Performance Practicum***

Participation in a significant manner in theatre. Involvement in the total experience of the production of a complete theatre season. The emphasis is placed on the performance of the student as actor, designer, technician, or manager. May be repeated for credit with permission.

### THE 326 — 3 credits
***Playwriting***

Fundamentals of writing for the stage. The student playwright is guided from initial idea to completed manuscript. Emphasis on characterization, dialogue and plotting. Selected plays are produced by the College Theatre.

### THE 327 — 3 credits
***History of Theatre I***

A survey of the chief periods of theatrical history from preclassical times to the French neoclassical. Offered in even-numbered years.

### THE 328 — 3 credits
***History of Theatre II***

A survey of the chief periods of theatrical history from the French neoclassical to the present. Offered in even-numbered years.

### *THE 329* — *3 credits*
***Directed Study: Readings or Research***
*Prerequisite:* Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of theatre that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### *THE 331* — *3 credits*
***Scene Design***
*Prerequisite:* THE 121 or permission of instructor.

A study of the role of the designer, including the communication of mood, concept and period. Offered in even-numbered years.

### *THE 332* — *3 credits*
***Lighting Design***
*Prerequisite:* THE 121 or permission of instructor.

A study of the history, theory and practice of stage lighting design. Offered in even-numbered years.

### *THE 333* — *3 credits*
***Costume Design***
*Prerequisite:* THE 121 or permission of instructor.

A study of the history, theory and practice of costume design, including basic visual design experiments. Offered as needed.

### *THE 334* — *3 credits*
***Children's Theatre***

Production of children's theatre, including puppetry, educational television and story-telling. Offered as needed.

### *THE 335* — *3 credits*
***Theatre Management***

A study of the operation and organization of a theatre, the responsibilities involved in commercial play production, including a detailed examination of the many positions in the business world of theatre. Offered as needed.

### *THE 336* — *3 credits*
***The Broadway Musical***

Examining an American phenomenon, its growth and development, the reasons for its popularity, the many elements that enter into producing a musical. Offered in even-numbered years.

### *THE 100-400* — *1-3 credits*
***Special Topics***

A variable content course in theatre that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### *THE 429* — *1-3 credits*
***Advanced Directed Study and Research***
*Prerequisites:* Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of theatre that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

### *THE 431* — *3 credits*
***Advanced Scene Study***
*Prerequisites:* THE 121, 223, 224, 231, 232, 321 and either 322 or 324.

Directors and actors work together in this advanced class to produce scenes. Emphasis is placed on the director/actor relationship and the problems inherent in creating and building a scene. Much of class time is spent in rehearsal.

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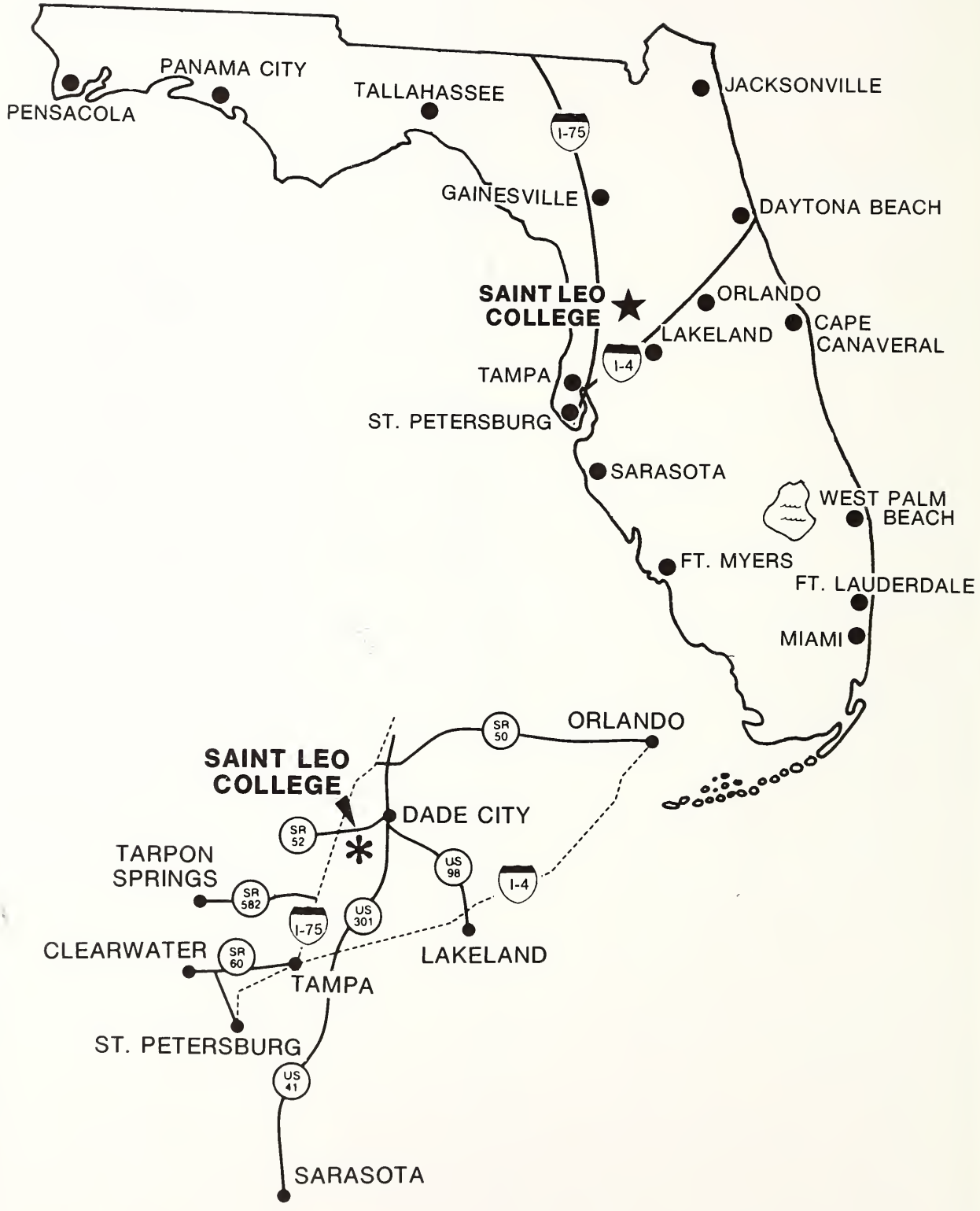
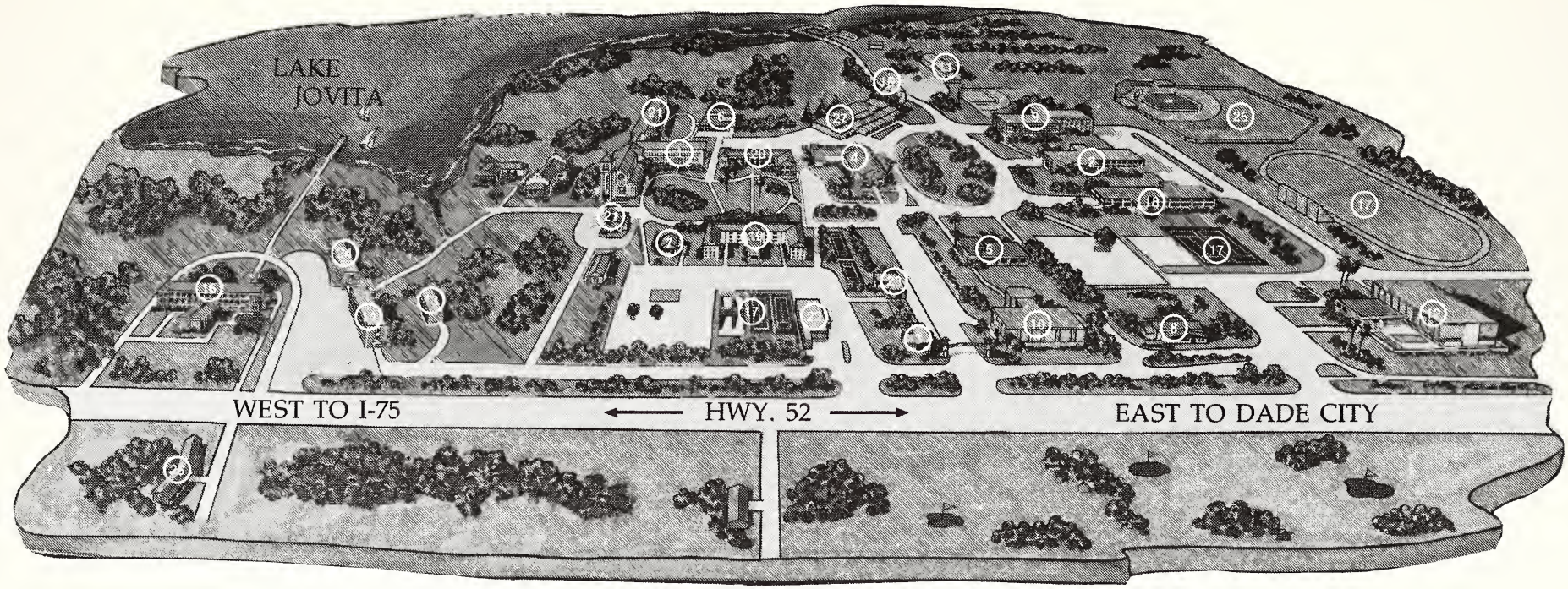

PENSACOLA
PANAMA CITY
TALLAHASSEE
JACKSONVILLE
I-75
GAINESVILLE
DAYTONA BEACH
SAINT LEO COLLEGE
ORLANDO
CAPE CANAVERAL
LAKELAND
I-4
TAMPA
ST. PETERSBURG
SARASOTA
WEST PALM BEACH
FT. MYERS
FT. LAUDERDALE
MIAMI
SR 50
ORLANDO
SAINT LEO COLLEGE
DADE CITY
SR 52
TARPON SPRINGS
US 98
I-4
SR 582
I-75
US 301
CLEARWATER
SR 60
LAKELAND
TAMPA
ST. PETERSBURG
US 41
SARASOTA

# Saint Leo College




1 Admissions—Saint Leo Hall
2 Benoit Hall
3 Campus Store
4 College Theatre
5 Crawford Hall
6 Daniel A. Cannon Memorial Library
7 Education Building
8 Faculty Office Building
9 Henderson Hall
10 Julia Deal Lewis Hall of Science
11 Maintenance Facilities
12 Marion Bowman Activities Center
13 Marmion Cafeteria
14 Marmion Hall
15 Painting Studio
16 Priory Hall
17 Recreational Facilities
18 Roderick Hall
19 Saint Edward Hall
20 Saint Francis Hall
21 Saint Leo Abbey Church/Facilities
22 Saint Leo Post Office
23 Security
24 Snyder Hall
25 Thomas B. Southard Stadium
26 Villa Hall
27 William P. McDonald Student Center

Saint Leo, Florida
33574

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